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check payable to officer
or officers concerned.

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newly established terminal
Mission, Acton, Sickles &
Huron shall prevail

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in Chge of Inspecotrs
Bur. who in turn will
make inquiry from coroner,
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3 SICK LEAVE - 2 wks sick leave with pay for each year of service, in add. to sick leave necessitated bec. of quarantine or death of relatives. Rules & Reg. amended: Rule 405 par. 15 28

PO 5 1956
SERVICE NUMBERS 92
Service number will be used instead of complaint number

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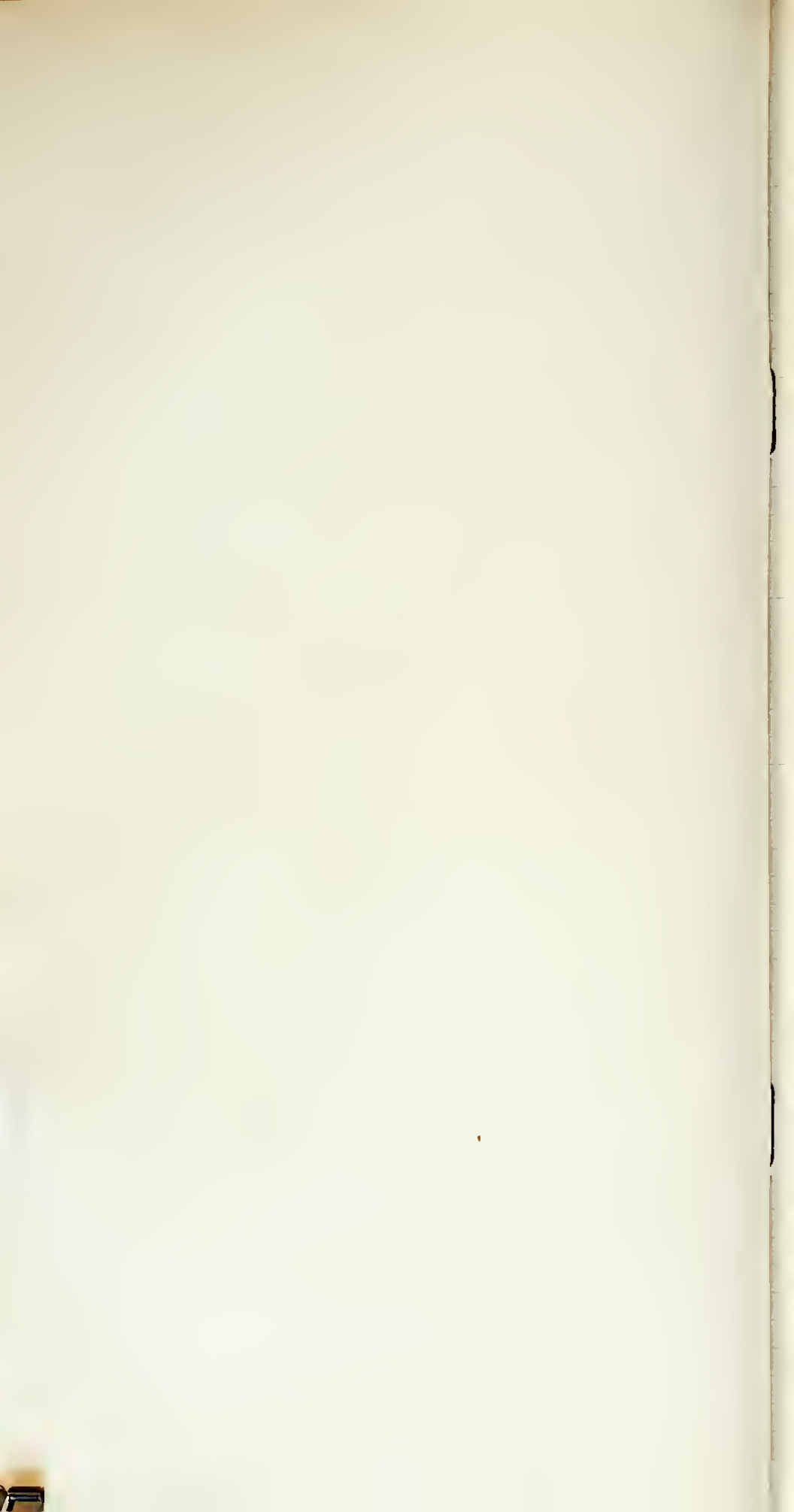
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OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 1

San Francisco, California,
Thursday, January 18, 1951

- 12a At a meeting of the Police Commission held on Wednesday, January 17, 1951, the following proceedings were had:

RULES AND REGULATIONS AMENDED:

RESOLVED, that Page 3 of the Rules and Regulations, made and providing for the government of the Police Department be, and the same is hereby amended to read as follows:

POLICE DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO

January 18, 1951

The following rules and regulations are hereby approved, adopted and published for the information, guidance and government of the members of the police department, effective 8:00 a.m., January 17, 1951.

All rules and regulations issued prior to January 17, 1951, are hereby revoked, effective 8:00 a.m., January 17, 1951, together with all orders and instructions heretofore issued that in anywise conflict with these rules and regulations, except orders which apply to individuals, or to the command of a district, bureau or unit of the police department.

The rules and regulations herein adopted may be amended or repealed by resolution of the Police Commission.

b. RULES AND REGULATIONS AMENDED:

RESOLVED, that Page 4, Item (1) of the Rules and Regulations, made and providing for the government of the Police Department be, and the same is hereby amended to read as follows:

- (1) "Week" shall mean seven (7) successive twenty-four (24) hour periods commencing at 8:00 a.m., Sunday.

By Order of:

THE POLICE COMMISSION

J. Warnock Walsh, President
Henry C. Maginn, Member
Washington I. Kohnke, Member.

* * * * *

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 1

San Francisco, California,
Thursday, January 18, 1951

12a At a meeting of the Police Commission held on Wednesday, January 17, 1951, the following proceedings were had:

RULES AND REGULATIONS AMENDED:

RESOLVED, that Page 3 of the Rules and Regulations, made and providing for the government of the Police Department be, and the same is hereby amended to read as follows:

POLICE DEPARTMENT
CITY AND COUNTY OF SAN FRANCISCO

January 18, 1951

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All rules and regulations issued prior to January 17, 1951, are hereby revoked, effective 8:00 a.m., January 17, 1951, together with all orders and instructions heretofore issued that in anywise conflict with these rules and regulations, except orders which apply to individuals, or to the command of a district, bureau or unit of the police department.

The rules and regulations herein adopted may be amended or repealed by resolution of the Police Commission.

b. RULES AND REGULATIONS AMENDED:

RESOLVED, that Page 4, Item (i) of the Rules and Regulations, made and providing for the government of the Police Department be, and the same is hereby amended to read as follows:

- (1) "Week" shall mean seven (7) successive twenty-four (24) hour periods commencing at 8:00 a.m., Sunday.

By Order of:

THE POLICE COMMISSION

J. Warnock Walsh, President
Henry C. Maginn, Member
Washington I. Kohnke, Member.

* * * * *

SAN FRANCISCO POLICE DEPARTMENT
Office of Chief of Police

Monday February 5th, 1951

PERMANENT ORDER #2

A. Adding section (H) to part VII of P.O. #6 (Signal 400) as follows:

(H) Official Radio Code relative to Air Raid Alert.

- (1) The San Francisco Police Department has been designated as the official Air Raid Warning Center for the City and County of San Francisco.
- (2) Air Raid Warnings originating at official military sources may be received at the Bureau of Communications via any of the following media and will be acknowledged in a prescribed manner as directed in a confidential order.
 - (a) via Radio,
 - (b) via Telephone,
 - (c) via Teletype, or
 - (d) via Messenger.

- (3) After confirmation the alert will be broadcast throughout the Police Department using the following code:

(a) YELLOW WARNING ----- Code Number 13-10

This is a confidential alert warning to be released to official agencies. It is not to be released to the general public.

(b) RED WARNING ----- 13-20

This is the signal to prepare against imminent attack. The public warning will be sounded as directed in G.O. 51(10-5-50).

(c) WHITE WARNING (After Red) ----- 13-30

This signal indicates that the danger period is over - All Clear. Public warning is also sounded as prescribed in prior orders.

- (d) NOTE To study the adequacy of communication and emergency facilities TEST WARNINGS may be issued periodically. To avoid confusion the words "TEST WARNING" shall be used immediately preceding and in conjunction with the test broadcast.

P.O. #2
2-5-51

Michael Gaffay
Chief of Police

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 3:

San Francisco, California,
Friday, March 23, 1951

1. At a meeting of the police commission held on Tuesday, March 20, 1951, the following proceedings were had:

RULES AND REGULATIONS AMENDED:

Resolved that Rule 284 of the Rules and Regulations of the Police Department which was amended on August 30, 1950, and published in Permanent Order No. 4, dated August 31, 1950, be amended to read as follows:

A STATION KEEPER

284. SHALL, immediately upon receipt of information of a homicide, robbery, riot, strike, fire, serious accident, unusual casualty, or unusual occurrence, transmit all available information thereon to the Platoon Commander.

If the incident or information is of major or unusual importance, the Platoon Commander, or the Station Keeper in the absence of the Platoon Commander, shall notify the Offices of the Chief of Police, the Police Commission, and the Chief of Inspectors. In the event that the Offices of the Chief of Police and the Police Commission are closed, the Officer in charge of the Bureau of Inspectors shall, if in his opinion the incident or information is of such importance as to warrant the personal attention of the members of the Police Commission and the Chief of Police, transmit the said information to the members of the Police Commission and the Chief of Police.

Ayes: Commissioners Kohnke, Walsh and Maginn

* * * * *
* * * * *
* * * * *

P.O. NO. 3
3-23-51

MICHAEL GAFFEY,
CHIEF OF POLICE.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 4:

San Francisco, California,
Friday, April 27, 1951

At a meeting of the police Commission held on Wednesday, April 25, 1951, the following resolution was adopted:

EXTRA DUTY PERFORMED IN EXCESS OF BASIC FORTY HOUR WEEK:

WHEREAS, the current state of national emergency and the increasing importance of San Francisco as a military port of embarkation have placed increased burdens on the San Francisco Police Department; and

WHEREAS, the demands of the armed services of the United States and the defense program have depleted and will continue to deplete the regularly appointed personnel of the department; and

WHEREAS, an average of 4% of the uniformed personnel of the department is absent on a sick or disability leave; and

WHEREAS, an average of 3% of the personnel of the department is absent from duty as a result of off-setting overtime accumulated to their credit; and

WHEREAS, the Civil Service Commission cannot provide candidates in sufficient numbers who possess the necessary qualifications for permanent appointment; and

WHEREAS, more than a normal complement of personnel are required to adequately police serious crimes or police exigencies occurring at times and places which cannot be fully anticipated; and

WHEREAS, special events in the form of parades, conventions and other public assemblages require police personnel in addition to the normal complement of members on duty; therefore be it

RESOLVED, that pursuant to the powers vested in the Police Commission by the provisions of Section 35.5 $\frac{1}{2}$ of the Charter and by reason of the foregoing factors as enumerated, the Police Commission does hereby find that public interest and necessity requires that any member who is required by the Chief of Police to serve in excess of the basic 40 hour work week or on his vacation or part thereof or on his normal days off or on the holidays declared by the Board of Supervisors pursuant to the provisions of Section 151 of the Charter shall be compensated on the basis of straight time in accordance with the ratio which said excess service bears to the basic week of service and the annual compensation provided therefore in Section 35.5 of the Charter provided that sufficient monies are available therefore, or in lieu thereof shall be granted equivalent time off with pay; and be it further

RESOLVED, that the Chief of Police is hereby authorized to require a member to serve in excess of the basic 40 hour work week or on his vacation or part thereof or on his normal days off or holidays when the demands of the police service are as above described.

AYES: Commissioners Kohnke, Walsh and Maginn.

* * * * *

P.O. NO. 4
4-27-51

MICHAEL GAFFEY,
CHIEF OF POLICE.

3

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Friday, July 27, 1951

PERMANENT ORDER NO. 5:

REVISION OF SIGNAL 400 - MOBILIZATION ORDER

1. Paragraph VI of Permanent Order No. 6, issued December 28, 1950, is hereby rescinded, and Paragraph VI as given herein shall become part of said order. The provisions of this directive shall take effect immediately:

VI. RESPONSIBILITY OF POLICE PERSONNEL

- A. Upon activation of Signal 400 not under condition of threatened enemy attack (not on yellow or red alert).

1. On Duty Personnel

- a. Members on foot patrol or fixed-post shall remain on their assignment and communicate with their units.
- b. Members assigned to district motor patrol shall deploy themselves as directed in prior orders of their commanding officers.
- c. Members present in any station or bureau shall make their presence known to the officer in charge, and await orders.
- d. Members of the Traffic Bureau on motor patrol (APB and M/C units) shall report to the nearest police station or alternate assembly point, unless specifically detailed under the Traffic Control Plan. For the purpose of this order, the Police Academy and Juvenile Bureau shall be considered "stations".
- e. All other members shall report to the nearest police station or alternate assembly point, and for the purpose of this order the Police Academy and Juvenile Bureau shall be considered "stations".

2. Off-Duty Personnel

- a. A member shall report to the nearest police station or assembly point, making his presence known to the officer in charge and awaiting instructions. For the purpose of this order the Police Academy and Juvenile Bureau shall be considered "stations".

- B. Upon activation of Signal 400 under condition of threatened, but not imminent, enemy attack (yellow alert).

1. On-duty personnel

- a. Shall respond as in "A" above.

2. Off-duty personnel

- a. Shall respond as in "A" above, but to a station other than the Central, Southern, Potrero and Northern.

- C. Upon activation of Signal 400 under condition of threatened and imminent enemy attack (red alert).

1. All personnel

- a. Shall immediately take reasonable cover, and remain in readiness to automatically respond after said attack has been accomplished, and is not manifestly continuing. They shall then respond as in "A" above

D. Upon communication of "All Clear" by siren.

1. Signal 400 shall be deactivated upon the sounding of the "All Clear" when it is evident that alert was unwarranted or enemy attack has not been accomplished.
2. Signal 400 shall remain in effect after sounding of the "All Clear" when it is evident that enemy attack has been accomplished. Deactivation shall only be announced by the Chief of Police or his duly authorized representative

2. Paragraph VII, subparagraph D of Permanent Order No. 6, issued December 28, 1950, is hereby amended to read as follows:

D. Upon the occasion of any disaster of such magnitude as to make itself readily known, or upon the occasion of an enemy attack, police personnel shall respond to duty awaiting personal notification, subject to the limitations set forth in Paragraph VI.

3. Subparagraph G of Paragraph VII; Permanent Order No. 6, issued December 28, 1950, is hereby deleted from said order as being repetitious under amendment.

MICHAEL GAFFEY
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 6

San Francisco, California
Wednesday, August 1, 1951

ACTIVATION OF THE POLICE AUXILIARY RESERVE

1. The Police Auxiliary Reserve shall be activated at 8:00 a.m., on August 8, 1951.

The basis for assignment of Police Auxiliary Reserve members is that of residence and organizational purposes. The following companies are hereby designated reserve units:

Company "D", primarily for reserve members residing in the Southern, Mission, Potrero and part of the Ingleside Districts.

Company "F", primarily for reserve members residing in the Central, Northern, Park and Richmond Districts.

Company "I", primarily for reserve members residing in the Taraval, and part of the Ingleside Districts.

2. Assignment of District Liaison Officers

The Commanding Officer of each of the above-designated Companies shall detail one patrolman as District Liaison Officer, whose name shall be submitted to this office. He shall be carried on the daily watch reports as "District Liaison Officer". The tour of duty of the District Auxiliary Liaison Officer shall, unless otherwise ordered, be directed to the administration of the company's reserve unit.

3. Details of Auxiliary Patrolmen

Reserve members shall be assigned only to uniformed details. Assignments both within and without the confines of the district to which the reserve member is attached shall be made under the direction of the Reserve Personnel Officer. The following police functions shall be considered in making reserve assignments:

- a. Traffic duty at the Ocean Beach on Sundays and Holidays.
- b. Traffic duty on Monday, Friday and Saturday evenings in Traffic Zone No. 1 and the Mission District.
- c. Police and Traffic duties in connection with athletic and public events conducted at Seals Stadium, Kezar Stadium, the Civic Auditorium and Opera House, and during parades.
- d. Police duty arising from special crime problems.

4. Supervision of Reserve Members

Supervision of reserve personnel shall be exercised by the superior officers and the District Liaison Officer of the company to which the reserve member is assigned or temporarily detailed. When detailed to outside companies, reserve officers shall be ordered to report to the officer in charge at the scene of the detail, or to the district station.

5. Equipment of Reserve Members

Service revolvers, ammunition, patrol box keys and handcuffs shall be distributed to the Mission, Park and Taraval Stations. The District Liaison Officer shall be responsible for the safe-keeping and care of this equipment.

SAN FRANCISCO POLICE DEPARTMENT
MESSAGE TRANSMISSION REQUEST

TO Local

DATE Mon. July 30, 1951.

ADDRESS _____

DETAIL Chief's Office BY Sgt. W. Osterloh

APPROVED

[Signature]

RADIO		ALL POINTS BULLETIN		NIGHT LETTER TELEGRAM	
LOCAL TELETYPE	<u>xx</u>	STRAIGHT TELEGRAM		CHARGE WIRE TO US	
STATE TELETYPE		DAY LETTER TELEGRAM		COLLECT FROM OTHER END	

Make following correction on Permanent Order #5 issued July 27, 1951:

Page 2, Paragraph 2, Line 5, insert word "without", giving reading

~~resp~~ "respond to duty without awaiting personal notification".

80 11 W 02 700 1951

RECEIVED
INSPECTOR'S BUREAU
S F P D

5327

LOCAL

July 30

SAN FRANCISCO POLICE DEPARTMENT

MESSAGE TRANSMISSION REQUEST

TO Local

DATE Mon. July 30, 1951

ADDRESS _____

DETAIL Chief's Office BY Sgt. W. Ostarloh

APPROVED

[Handwritten signature]

RADIO		ALL POINTS BULLETIN		NIGHT LETTER TELEGRAM	
LOCAL TELETYPE	<u>xx</u>	STRAIGHT TELEGRAM		CHARGE WIRE TO US	
STATE TELETYPE		OAY LETTER TELEGRAM		COLLECT FROM OTHER END	

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Page 2, Paragraph 2, Lina 5, insart word "without", giving reading

~~respd~~ "raspond to duty without awaiting parsonal notification".

80 11 AM JUL 30 1951

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INSPECTOR'S BUREAU
SFPD

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P.O. NO. 6 Page 2 Continued Wednesday, August 1, 1951

(Equipment of reserve members continued)

Said equipment may be distributed to members of the reserve at the beginning of their tour of duty and shall be returned at the conclusion thereof. Reserve members are authorized to carry said equipment during their tour of duty at the discretion of their Commanding Officer.

- Wednesday*
6. All members of the Police Auxiliary Reserve shall assemble in the Plaza of the Civic Center in full uniform at 7:00 p.m., Thursday, August 8, 1951 at which time they will be inspected by His Hon. Mayor, Elmer E. Robinson, the Police Commission, the Chief of Police, Admiral Cook and other interested officials.

7. Rules and Regulations governing the control and administration of said reserve are now available for distribution.

Permanent Order No. 3 of August 21, 1950 is hereby rescinded.

MICHAEL GAFFEY
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Saturday, Sept. 15, 1951

PERMANENT ORDER NO. 7:

1. At a meeting of the Police Commission held on Wednesday, September 12, 1951, the following proceedings were had:

RULES AND REGULATIONS AMENDED:

Rule 402

WHEREAS, Section 35.5 $\frac{1}{2}$ of the Charter of the City and County of San Francisco establishes a basic week of service for members of the Police Department of forty (40) hours, and any service rendered by members in excess of that shall be compensated on the basis of straight time or equivalent time off duty with pay and the Police Commission is authorized to administer the said charter provisions; and

WHEREAS, Section 402 of the Rules and Regulations of the San Francisco Police Department is in conflict with said charter provision; therefore be it

RESOLVED, that Rule 402 of the Rules and Regulations is hereby repealed.

AYES: Commissioners Kohnke, Walsh, and Maginn.

* * * * *

MICHAEL GAFFEY
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 1:

San Francisco, California
Monday, February 11, 1952

The Claims Adjuster of the Retirement Board has notified this office that a number of industrial injuries are not being reported to said Board by members of this Department.

At all future times an Aided Case report shall be made when an officer "lays off" on D.L.P. as a result of a recurrent attack from an old industrial injury (D.L.P.). The Aided Case report alone with two carbon copies will suffice.

The procedure for reporting initial industrial injuries (D.L.P.) is the same as heretofore.

* * * * *

MICHAEL GAFFEY
CHIEF OF POLICE

P.O. NO. 1
2-11-52

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Friday, March 21, 1952

PERMANENT ORDER NO. 2:

1. At a meeting of the Police Commission held on Wednesday, March 19, 1952, the following resolution was adopted:

UNIFORM SHIRTS FOR SOLO MOTORCYCLE OFFICERS:

RESOLVED, that the Rules and Regulations of the Police Department, providing for uniforms for members of the department, be, and the same are hereby amended, authorizing uniform shirts for members assigned to solo motorcycle duty in accordance with the following specifications:

Cloth: J.P. Stevan's Camogab, 77% rayon, 23% wool.
Shrinkage: Cold Water Shrunk
Color: Vat-dyed fast color, Navy Blue.
Shirt: Regulation police shirt. Shoulder straps and badge holder; two flap pockets; elbow patches; neckband lining of fast-color Nylon. Camaron Number 306S (As per sample in Property Clerk's Office.)

AYES: Commissioners Kohnka, Walsh, Maginn.

* * * * *

MICHAEL GAFFEY
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO: 3:

San Francisco, California
Friday, April 18, 1952

1. At a meeting of the Police Commission held on Wednesday, April 2, 1952, the following proceedings were had:

UNIFORMED SHIRTS FOR THREE WHEEL MOTORCYCLE OFFICERS:

RESOLVED, that the Rules and Regulations of the Police Department, providing for uniforms for members of the department, be, and they same are hereby amended, authorizing members assigned to Three Wheel Motorcycle duty to wear uniform shirts of the same specifications as those authorized for solo motorcycle officers.

AYES: Commissioners Kohnke, Walsh, Maginn.

* * * * *

MICHAEL GAFFEY
CHIEF OF POLICE

P.O. NO. 3:
4-18-52

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Saturday, April 26, 1952

PERMANENT ORDER NO. 4:

1. At a meeting of the Police Commission held on Wednesday, February 21, 1951, the following proceedings were had:

UNIFORMS - SAN FRANCISCO AUXILIARY POLICE RESERVE:

RESOLVED, that the following uniform be, and the same is hereby adopted for members of the San Francisco Auxiliary Police Reserve:

- Jacket: to be made of 16 ounce 100% wool forestry green whipcord, lot #6376-3.
- style: Zipper front to close to the neck with one piece plain back without waist band. It is to be easy fitting. The collar is to measure approximately 4 inches at points and 2½ inches at the center of the back. There shall be a facing of the same fabric measuring approximately 2 inches at the bottom and 3½ inches at the top. There shall be two patch pockets, 7 inches deep with round corners, set at the breast line with box pleat approximately 1-3/8 inches wide. There should be two 3 pointed flaps approximately 6½ inches wide and 3 inches deep at points with a 2½ line gilt police button. The sleeves shall be regular set-in coat style with a black ½ inch mohair braid 3 inches from the end of the cuff on the top sleeve. There should be shoulder straps at the shoulder seam held in place with two 2½ line gilt police buttons. The badge holder shall be placed on the left breast, centered above the flap, adjustment straps and rings at bottom of side seam.
- Trousers: are to be made of 100% wool 16 ounce tan whipcord made in regulation police style with two side pockets, two hip pockets, a tape on left hip pocket, a club and light pocket and a watch pocket. The trousers shall be finished with plain bottoms without cuffs.
- Cap: shall be patterned after the San Francisco regulation police cap but made of the forestry green whipcord to match the jacket with black visor and two rows of black silk soutache on the band. A black patent leather chin strap shall be held in place with two gilt police buttons.
- Shirt: shall be tan poplin with shoulder straps.
- Tie: shall be black four-in hand.

AYES: Commissioners Kohnko, Walsh, Maginn

2. At a meeting of the Police Commission held on Wednesday, April 23, 1952, the following proceedings were had:

UNIFORMS FOR AUXILIARY POLICE - SHORT OVERCOAT:

RESOLVED, that the rules and regulations of the Police Department, providing for uniforms for members of the Auxiliary Police be, and the same are hereby amended, authorizing short overcoats in accordance with the following specifications:

- Coats: to be made of 32 ounce 100% wool forestry green melton cloth. Coats to be three button double breasted with notched convertible collar. Coats shall be unlined and all seams bound on edges. Coats shall have shoulder straps.

Permanent Order No. 4 - Page 2 - Continued - April 26, 1952

Sleeves: shall be plain with a $\frac{1}{2}$ inch black mohair braid $3\frac{1}{2}$ inches from end of sleeve. A badge holder on the left breast, two lower patch pockets with flaps. Buttons shall be 50 line bone to match coat. (Sample of cloth in Property Clerk's)

AYES: Commissioners Kohnke, Walsh, Maginn.

* * * * *

3. UNIFORMS FOR AUXILIARY POLICE - RAINCOAT:

RESOLVED, that the rules and regulations of the Police Department, providing for uniforms for members of the Auxiliary Police be, and the same are hereby amended, authorizing raincoats in accordance with the following specifications:

To be of high visibility yellow natural rubber on white square woven fabric. Coat is to be made with three piece body. Square shoulders. All seams to be vulcanized (not stitched).

Black enameled slot and buckle fasteners. Full corded reinforced square pockets with flaps. Corduroy tipped collar. Three ventilating eyelets under arms. Vent in skirt. Ventilated double back. Length, 49 inches for all sizes. Badge holder on left breast. Garment to be 100% waterproof.

AYES: Commissioners Kohnke, Walsh, Maginn.

* * * * *

MICHAEL GAFFEY
CHIEF OF POLICE

P.O. NO. 4
4-26-52

Page 2

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Thursday, June 5, 1952

PERMANENT ORDER NO. 5:

1. At a meeting of the Police Commission held on Wednesday, May 14, 1952, the following proceeding were had:

UNIFORM SHIRTS FOR ACCIDENT PREVENTION BUREAU OFFICERS

RESOLVED, that the Rules and Regulations of the Police Department, providing for uniforms for members of the department, be, and they are hereby amended, authorizing members assigned to the Accident Prevention Bureau to wear uniform shirts of the same specifications as those authorized for solo motorcycle officers.

AYES: Commissioners Kohnke, Walsh (Comm. Maginn Absent)

*** **

MICHAEL GAFFEY
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Tuesday, August 12, 1952

PERMANENT ORDER NO. 6:

1. At a meeting of the Police Commission held on Wednesday, July 30, 1952, the following proceedings were had:

UNIFORM SHIRTS FOR MOUNTED PATROL OFFICERS:

RESOLVED, that the Rules and Regulations of the Police Department, providing for uniforms for members of the department be, and they are hereby amended, authorizing members assigned to Mounted Patrol Duty to wear uniform shirts of the same specifications as those authorized for solo motorcycle officers.

AYES: Commissioners Kohnke, Walsh, Maginn.

* * * * *

P.O. NO. 6:
8-12-52

BERNARD J. MCDONALD
DEPUTY CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Friday, October 10, 1952

PERMANENT ORDER NO. 7:

1. At a meeting of the Police Commission held on Wednesday, October 8, 1952 the following resolution was adopted:

RULES AND REGULATIONS - AMENDED:

RESOLVED, that Rule 405 of the Rules of Regulations of the San Francisco Police Department be, and the same is hereby amended to read as follows:

SICKNESS AND DISABILITY

405. Whenever a member is unable to report for duty at the prescribed time as a result of sickness or disability, he shall immediately report or cause to be reported that fact, to his station or bureau and promptly forward to his commanding officer a certificate signed by the attending qualified physician or surgeon. If notice is sent by telephone, the certificate shall be sent as soon as possible thereafter, provided however, that no certificate shall be sent by mail.

A Member:

Shall not absent himself from duty on account of sickness or disability which is simulated. He shall not attempt to mislead or deceive his attending physician or the police surgeon.

Shall, while absent from duty on account of sickness or disability, strictly comply with the instruction of the police surgeon and remain at his residence, unless otherwise authorized by said surgeon.

Shall, when absent from duty on account of contagious disease resulting in quarantine of his residence, remain in such residence unless otherwise authorized by the police surgeon.

Shall, when he comes in contact with a person having a contagious disease or when he has been exposed to contagion, immediately report such fact to his platoon commander and make written report to his commanding officer.

Shall not apply for treatment or obtain a certificate for sickness or disability from the police surgeon.

The Platoon Commander:

Shall, while in his station during his tour of duty, receive certificates showing sickness or disability of members of his company or unit. Upon receipt of a certificate, he shall enter thereon the exact time and date received with his signature and title of rank. If a certificate is brought to his station during his temporary absence, the officer in charge in the station shall enter on the said certificate the data herein proscribed. No certificate will be accepted if the signature of the attending physician or surgeon is signed with a stamp.

Shall, when a certificate is received showing sickness or disability incapacitating a member from duty, make entry in the record book kept for that purpose of the following particulars:

- (a) Time and date of receipt of certificate.
- (b) Full name and rank of member.
- (c) Name of member receiving certificate.
- (d) Cause of sickness or disability as shown in certificate.
- (e) Name of attending physician subscribed on certificate.

Upon return to duty of person named in said certificate, entry shall be made in said record book showing time and date of return to duty.

Shall, when a member is reported to him as being disabled, require such person to make an immediate written report, if possible, showing the cause of the alleged disability and the manner in which it was sustained. He shall detail a superior officer to investigate further or not the disability was sustained in the performance of police duty, and whether he was on or off duty at the time. The superior officer detailed shall make a written report of his investigation and state therein whether or not the report made by the disabled person is true. In case the injured person is unable to make his report, it shall be made by another officer or by the visiting superior officer.

Members of the department shall be entitled to sick leaves and disability leaves with full pay subject to the provisions of this rule as hereinafter defined.

A leave of absence granted under this rule with full pay because of illness or injury NOT INCURRED IN THE COURSE OF EMPLOYMENT SHALL BE KNOWN AS "SICK LEAVE".

A leave of absence granted under this rule with full pay for one of the following causes shall ALSO be known as "SICK LEAVE":

- (a) Absence due to quarantine established and declared by the Department of Public Health or other competent authority, and shall be for the period of quarantine only.
- (b) Absence necessitated by death of mother, father, husband, wife, child, brother or sister; provided that in such case the leave shall not extend beyond the date of burial of said deceased person.
- (c) Absence necessitated by death of other relatives; but leave with pay in such cases shall be for not more than one day to permit attendance at the funeral of said person.

Members of the department who have regularly occupied their positions continuously for at least one year, shall be entitled to two weeks sick leave with full pay, annually, during their employment in the department. Such annual sick leave of two weeks, with pay, when not used, shall be cumulative, but the accumulated unused period of sick leave shall not exceed six months regardless of length of service.

SEE NOTATION

IN PAGE 3

Members shall be entitled to an accumulation of two weeks sick leave with pay for each year of service, until the maximum of six months accumulation has been reached provided that when said maximum accumulation of six months has been reached, and thereafter part of said maximum of six months has been used, the used part of said maximum may again be replenished at the rate of two weeks for each subsequent year of service. Sick leaves with pay allowed since the present charter became effective on January 8, 1932, shall be deducted from the above-mentioned accumulations.

Permanent Order No. 7 Page 3 Continued October 10, 1952
 -----Friday-----

A leave of absence due to disability caused by illness or injury arising out of and in the course of employment shall be known as disability leave. (~~Now section~~)

Members of the Department who are absent from duty because of disability arising out of and in the course of employment shall be entitled to full pay; the extent of such absence shall be determined by the RETIREMENT BOARD AS PROVIDED FOR IN SECTION 172 OF THE CHARTER.

The benefits obtainable under this rule shall automatically terminate on the date of retirement on pension of such member receiving benefits thereunder.

Sick leaves with pay granted under this rule shall be indicated on pay rolls and time sheets by the letters "S.P." (Sick leaves with full pay); and disability leaves with pay granted under this rule shall be indicated on pay rolls and time sheets by the letters "D.P." (Disability leave with full pay).

AYES: Commissioners Kohnke, Walsh, Maginn.

* * * * *

SICK LEAVE AMENDED - NOTED IN MINUTES OF THE COMMISSIONERS
 MEETING dated NOVEMBER 5, 1956 page 154

MICHAEL GAFFEY
 CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 8:

San Francisco, California
Tuesday, November 18, 1952

CONFIDENTIAL:

1. In order to alert all on-duty personnel of this department in the event of an air raid alert, it is necessary that a message be sent via radio and teletype.
2. The Communications Officer of the Disaster Corps and the Director of Civil Defense, have requested that the message should be in Code.
3. In order to effectuate such a change in procedure the following signals will be broadcast and teletyped in the future;

Yellow Alert, "Signal 1310 Is Now In Effect"

Red Alert, "Signal 1320 Is Now In Effect"

White Alert, "Signal 1330 Is Now In Effect"

4. This information must be kept in strict confidence by members of this department as there is an objection by the Federal Office of Civil Defense to having the general public unnecessarily alarmed. It is also additional to existing lists of telephone notifications.

MICHAEL GAFFEY
CHIEF OF POLICE

P.O. NO. 8
11-18-52

San Francisco, California
Friday, November 21, 1952.

PERMANENT ORDER NO. 9:

SUBJECT: Secondary Road Block - Motorcycle Officers

In order to establish a secondary road block within the City of San Francisco and provide additional man-power, solo motorcycle officers are assigned to cover particular gaps in the net.

This secondary road block would be in response to the broadcast of "Signal 666", which operates in conjunction with San Mateo County authorities and California Highway Patrol on the bridges. To accomplish this the following procedure is adopted:

1. The Bureau of Communications will broadcast "All Solo Motorcycle Officers 901, Motorcycle Headquarters."
2. The Officer in Charge of Motorcycle Headquarters, upon receiving response, shall determine the location of the Officer reporting and assign him to the road block post nearest his location.
3. The following locations would supplement those covered by the Bureau of Inspectors.
 - (a) Great Highway and Noriega Street
 - (b) 19th Avenue and Moraga Street
 - (c) Fulton and Park-Presidio Drive
 - (d) Post and Steiner Street
 - (e) Broadway Street and Van Ness Avenue
 - (f) Van Ness Avenue and Fell Street
 - (g) 16th Street and Potrero Avenue
 - (h) 16th Street and Third Street
 - (i) Third Street and Paul Street
 - (j) Mission Street and Crescent Avenue
4. Officers shall not leave post, except;
When necessary to respond to another emergency.
When directed to other duty by Radio Dispatcher.
Cancellation of the alert.

Secondary Road Block - Bureau of Inspectors

1. The following procedure was adopted to provide a secondary road block within the City of San Francisco, to be activated by the Bureau of Inspectors.
2. The Bureau of Communications shall broadcast the following message, immediately after broadcast of "Signal 666", (Road Block); "ALL INSPECTORS 901, ROOM 105, IMMEDIATELY".
3. The Officer in charge of Room 105, upon receiving response, shall determine the location of Inspectors reporting and assign them to the road block post nearest their location.
4. Post Numbers and Location.
 - #6 Great Highway and Sloat Blvd.
 - #7 Taraval Street and 19th Avenue.
 - #8 Great Highway and Fulton Street.
 - #9 Lake Street and Park-Presidio Drive.
 - #10 Marina Blvd. and Lyon Street.
 - #11 Lombard Street and Van Ness Avenue.
 - #12 Fell Street and Stanyan Street.
 - #13 Duboce Avenue and Market Street.
 - #14 Third Street and Army Street.
 - #15 Potrero Avenue and Army Street.
 - #16 Ocean Avenue and Mission Street.
 - #17 Ocean Avenue and San Jose Avenue.
 - #18 Ocean Avenue and Junipero Serra Blvd.
5. The Officer in Charge of Room 105 shall have control of this detail.
 - (a) Inspectors shall not leave post except when necessary to respond to another emergency which is called to their attention.
 - (b) When directed to other duty by Radio Dispatcher.
 - (c) Cancellation of the alert.

MICHAEL GARRY

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Thursday, December 18, 1952

PERMANENT ORDER NO. 10:

1. At a meeting of the Police Commission held on Wednesday, December 17, 1952, the following proceedings were had:

RULES AND REGULATIONS - AMENDED:

RESOLVED, that the Rules and Regulations of the San Francisco Police Department be, and they are heroby amended to read as follows:

ORDER OF RANK. The order of rank in the Police Department shall be as follows:

Chief of Police
Deputy Chief of Police
Chief of Inspectors
Director of Traffic
Supervising Captain of Districts
Department Secrotary
Director of Personnel
Director of Bureau of Criminal Information
Captains of Police
Director of Bureau of Special Services
Lieutenants of Police
Sergeants of Police
Police Officers
Women Protective Officers

AYES: Commissioners Kohnke, Walsh, Maginn.

* * * * *

P.O. NO. 10:
12-18-52

MICHAEL GAFFEY
CHIEF OF POLICE

San Francisco, California.
Tuesday, December 30, 1952.

PERMANENT ORDER NO. 11:

1. All major offense and/or service reports of incidents that come to the attention of the Police Department shall be forwarded without delay by the district, bureau or detail in which they originate to the Bureau of Inspectors according to established procedure. (Exceptions: The Vice Condition Report, F-2469, shall be forwarded directly to the Bureau of Special Services; the yellow Complaint Investigation Report, Lab. #6, shall be forwarded to the Records Division, Room 117; the Traffic Accident reports made on the Motor Vehicle Accident Report, F-2451A shall be forwarded directly to the Accident Investigation Bureau.)
2. Effective Midnight, December 31, 1952, the present dual report (case) numbering system shall be discontinued. Commencing at Midnight, December 31, 1952, and continuing thereafter all major offense or service reports shall be controlled through the issuance of individual serial or "case" numbers from a single continuous series. The numbers shall be assigned in strict numerical order beginning with number one (1) except as noted in Subsection 3A (1) below. The "case" number shall be assigned to reports as they are received at the Bureau of Inspectors Business Office, Room 105, as prescribed in this order.
3. It is essential to the efficient operation of the record system of this department that all copies of each report bear the "case" number assigned to the original report. The responsibility for assignment of "case" numbers shall be as indicated here below:
 - A. Single "case" number series (For all major offense or service reports.)
 - (1) Reports numbered by the Bureau of Inspectors
 - (a) Stolen Property Report, F-2422
 - (b) Automobile Report, F-2407
 - (c) Missing Person Report, F-2444
 - (d) Lost and Found Property Report, F-2412
 - (e) Miscellaneous Offense Report, F-2423
 - (f) Death, etc., Report, F-2435
 - (g) Sex Offense Report, F-2416
 - (h) Aided Case and Minor Accident Report, F-2459

(2) Reports numbered by the Accident Investigation Bureau(a) Motor Vehicle Accident Report, F-2451A

Note: Periodically, as needed, a block of "case" numbers shall be taken from the Single "Case" Number Series and allocated for the control of current Motor Vehicle Accident Reports. All "case" numbers so allocated shall be in unbroken sequence and shall be assigned to individual reports of motor vehicle accidents as they are received by the Accident Investigation Bureau.

B. Reports numbered by the Bureau of Special Services.(1) Vice Condition Report, F-2469

Note: The present independent numbering system employed by the Bureau of Special Services to control these reports shall be continued.

C. Reports numbered by the District Stations, Bureau or Detachment(1) Yellow Complaint Investigation Report, Lab. #6

Note: The present system of numbering these Lab. forms by the individual units shall be continued.

4. Commencing Midnight, December 31, 1952, one additional copy shall be required of each report made on the Missing and Found Person Report, F-2444, or the Automobile Report, F-2407. The original report and all copies, except the station copy, shall be forwarded through the normal channels.
5. Commencing Midnight, December 31, 1952, the original copy of each major offense or service report, including Missing Person Reports and Automobile Reports, shall be forwarded to and filed in the Record Division, Room 117, after the "case" number has been assigned by the member on duty in the Office of the Bureau of Inspectors as specified in this order.
6. The Bureau of Inspectors shall continue to maintain the log-book or register of all serial or "case" numbers assigned to individual reports. Beginning Midnight, December 31, 1952, an entry shall be made in the log-book for each "case" number assigned to a report. One number shall appear on each line beginning with number one (1). (Exceptions: One single line entry shall suffice to account for the block of "case" numbers allocated to

Permanent Order No. 11 Page 3 (Continued) Tuesday, December 30, 1952

Motor Vehicle Accident Reports provided such entry shows the beginning and ending number of the block so allocated.) As case numbers are assigned to individual reports entries shall be made in the log-book to show the following information:

- (a) Case number
- (b) Name of the Complainant
- (c) Address of the Complainant
- (d) Type of crime or incident reported
- (e) Description of property
- (f) Assignment of "Follow-up" investigation if required
- (g) Remarks

7. This order rescinds Section Two, Part I (Numbering) of G. O. #30, (Pages 9 & 10) issued 6-15-39, relative to the records system of this Department.

MICHAEL GAFFEY
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Thursday, March 5, 1953.

PERMANENT ORDER NO. 1:

1. At a meeting of the Police Commission held on Tuesday, March 3, 1953, the following proceedings were had:

RULES AND REGULATIONS AMENDED:

RESOLVED, that the Rules and Regulations of the San Francisco Police Department are hereby amended as follows:

RULE 130.

130. Shall, upon receipt of report that a police vehicle has been put out of service by reason of the transportation therein of a person suffering from a contagious sickness or disease cause said vehicle to be cleaned with soap and hot water and shall certify to the Chief in writing that said vehicle may be returned to police service.

AYES: Commissioners Walsh, Maginn

ABSENT: Commissioner Kohnke

MICHAEL GAFFEY
CHIEF OF POLICE

P. O. No. 1:
3-5-53

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 2:

San Francisco, California
Wednesday, March 18, 1953

1. At a meeting of the Police Commission held on Tuesday, March 17, 1953, the following proceeding was had:

RULES AND REGULATIONS - AMENDED:

RESOLVED, that the Rules and Regulations of the San Francisco Police Department be, and the same are hereby amended to read as follows:

RULE 509.

509. A member shall reside within the limits of the City and County of San Francisco; provided however, he may live outside of the City and County of San Francisco upon the authorization of the Retirement Board, filed in the office of the Civil Service Commission and on account of the ill health of himself or a member of his immediate family. At the time of filing such application, a copy of same shall be filed with this department..

AYES: Commissioners Kohnke, Walsh, Maginn.

MICHAEL GAFFEY
CHIEF OF POLICE.

P. O. No. 2:
3-18-53

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Thursday, March 26, 1953.

PERMANENT ORDER NO. 3:

1. At a meeting of the Police Commission held on Tuesday, March 24, 1953, the following proceedings were had:

RULES AND REGULATIONS AMENDED:

RESOLVED, that Rule 405, paragraph 15, of the Rules and Regulations of the San Francisco Police Department be, and the same is hereby amended to read as follows:

"Members shall be entitled to an accumulation of two weeks sick leave with pay for each year of service, IN ADDITION TO SICK LEAVE NECESSITATED BECAUSE OF ABSENCE DUE TO QUARANTINE OR DEATH OF RELATIVES until the maximum of six months accumulation has been reached AT WHICH TIME DEDUCTION SHALL BE MADE FROM ACCUMULATED SICK LEAVE CREDITS OF ANY ABSENCES DUE TO QUARANTINE OR DEATH OF RELATIVES, provided that when said maximum accumulation of six months has been reached, and thereafter part of said maximum of six months has been used, the used part of said maximum may again be replenished at the rate of two weeks for each subsequent year of service. Sick leaves with pay allowed since the present charter became effective on January 8, 1932, shall be deducted from the above-mentioned accumulations."

AYES: Commissioners Kohnke, Walsh.

ABSENT: Commissioner Maginn.

MICHAEL GAFFEY
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 4:

San Francisco, California
Thursday, May 21, 1953

1. Effective on Monday, May 25th, the present jitney bus terminal at Pope and Mission Streets shall be abandoned and the newly established terminal of Mission, Acton, Sickles and Huron shall prevail.
Beginning that date, and thereafter, no parking, cleaning or repairing of said buses will be permitted on Pope Street or Hollywood Court, and all owners and drivers of jitney buses will be required to follow the newly established southern terminal hereinabove defined.
2. The Commanding Officers of Co. "H" and Company "K" shall instruct members of their respective Commands on duty in the area to see that this order is strictly obeyed.

MICHAEL GAFFEY
CHIEF OF POLICE

P.O. NO. 4:
5-21-53

OFFICE OF CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Thursday, May 28, 1953

PERMANENT ORDER NO. 5:

1. Commencing on June 1, 1953, and until further orders there will be a Commissioned Officer of the rank of lieutenant in charge of the business office of the Bureau of Inspectors during the hours when the Chief's Office is normally closed.
2. While on duty the lieutenant so detailed shall wear the regulation uniform and shall represent the Chief of Police in all police matters coming to his attention; also in all matters requiring official sanction, such as escorts, permission to leave one's district to complete an investigation or any other condition or circumstance ordinarily requiring clearance from the Chief's Office.

MICHAEL GAFFEY
CHIEF OF POLICE

P.O. No. 5:
5-28-53

P. O.
6

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 6:

San Francisco, California
Thursday, June 18, 1953

1. At a meeting of the Police Commission held on Tuesday, June 16, 1953, the following proceedings were had:

RULES AND REGULATIONS - AMENDED:

RESOLVED, that the Rules and Regulations of the San Francisco Police Department be, and they are hereby amended to include the following:

RULE 402. Extra duty performed, if not compensated for, shall be offset within one year after the last day of the month in which it is earned; provided however, that upon the written recommendation of the member's commanding officer, setting forth the reasons therefor, the Chief of Police may authorize a reasonable extension of time.

Offsetting leave shall be scheduled to be taken so as to cause the least possible interference with department responsibilities.

RULE 402a. A member shall be entitled to the days declared to be holidays by the Board of Supervisors in the annual salary ordinance, pursuant to the provisions of Section 151 of the Charter. Members shall be compensated for said holidays on the basis of straight time or equivalent time off with pay in the discretion of the Chief of Police.

AYES: Commissioners Walsh, Maginn.

ABSENT: Commissioner Kohnke.

MICHAEL GAFFEY
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Thursday, September 24, 1953

PERMANENT ORDER NO. 7:

1. Pursuant to Section 148 of the Charter of the City and County of San Francisco, the probationary period for entrance positions in the uniformed ranks of the Police Department shall be for one year and immediately prior to the expiration of said probationary period the Chief of Police shall report to the Civil Service Commission as to the competency of the probationer for the position, and if competent, shall recommend permanent appointment.
2. In order to determine the competency of a probationary police officer, it is necessary that the Chief of Police shall have at his disposal performance records of each probationary police officer in order to comply with the provisions of Section 148 of the Charter. While it has been the policy and the practice to rate the competency of said probationary police officers, it is now deemed advisable to revise the said rating system to conform to a more formal and scientifically devised system.
3. A change in the rating system shall become effective at 8:00 a.m., October 1, 1953. The application of this system will commence with those recruits appointed June 8, 1953 and subsequent thereto. In the near future, this probationary rating system shall be extended to include all members of the department.
4. The second phase of the rating system, which is to be applied after the probationer has left the Police Academy and has been assigned to patrol duty, shall include those probationary members of the department who were not assigned to the Academy for training because of previous experience as limited tenure officers, but who were appointed June 8, 1953 or thereafter.
5. An outline of the procedure to be used in effectively administering the revised probationary rating system in this department will be forwarded to Company Commanders with this permanent order.
6. Additional outlines of procedure and Probationary Record Forms may be obtained from the Police Academy on application to the Director of Personnel.

MICHAEL GAFFEY
CHIEF OF POLICE

PERMANENT ORDER NO. 7:
9-24-53

OUTLINE OF PROCEDURE FOR RATING PROBATIONARY POLICE OFFICERS

"Two Phases to Rating System"

The rating system to be employed would be administered in two parts. The first part of the system would apply while the probationer is assigned at the Police Academy for recruit training. During this period of training the probationer will be rated on the following qualifications; (1) Personal Traits, (2) Physical Activities, and (3) Scholastic Activities. This period of training will be for a minimum of six weeks.

The second phase of the rating system would be applied after the probationer has left the Academy and has been assigned for Station duty. While assigned to a district Station the probationer will be rated on (1) Personal Traits and (2) Activity Report.

Prior to the probationer completing his first year of service he will be assigned to a district Station for approximately ten and one-half months. He shall not receive a rating at a district Station until he has completed six weeks of duty. Including the six weeks he has been assigned to the Academy this will mean that he will not receive his first rating at the Station until the conclusion of his third month of service in the department.

It is to be noted there are ten spaces allocated for the rating of the probationer during his Station assignments. The column designated "final" is the space to be used for the over-all average maintained by the probationer.

"Rating Periods"

The rating periods to be used while the probationers are assigned to district Stations are as follows:

- First period at the end of the third month of service
- Second period at the end of the fourth month of service
- Third period at the end of the fifth month of service
- Fourth period at the end of the sixth month of service
- Fifth period at the end of the seventh month of service
- Sixth period at the end of the eighth month of service
- Seventh period at the end of the ninth month of service
- Eighth period at the end of the tenth month of service
- Ninth period at the end of the eleventh month of service
- *Tenth period at the end of the third week of the twelfth month of service.

*The tenth rating period would be made one week before the completion of the probationer's year of service. The "final" rating would also be made at this time and the Probationary Record forwarded to the office of the Chief of Police.

This procedure will guarantee the Chief of Police one week period for any additional investigation he would require prior to his authorizing permanent appointment.

"Rating Symbols"

The rating symbols to be used by Rating Officers are as follows:

- A -- Excellent
- B -- Above Average
- C -- Average
- D -- below Average

"Rating Officers"

All rating designations are to be made by either Company Commanders and Platoon Commanders. Rating officers shall confer with Sergeants of Police who have supervised the Probationer during the rating period obtaining their opinion and aid in attempting to determine an equitable rating score.

S A N F R A N C I S C O
P O L I C E D E P A R T M E N T

RATING SYSTEM
FOR
PROBATIONARY POLICE OFFICERS
(REVISED)

Company Commanders shall personally discuss with the Probationer the rating scores he has received for the past rating period.

If a probationer is transferred from one station to another during a rating period he shall be rated by the personnel where he has worked the greatest number of watches.

"Comment by Rating Officers"

The space designated for "Comment by Rating Officer" shall be used for any personal comments or observations the rating officers care to make about the probationer.

An entry could be made about certain weaknesses the probationer may have. It might also include improvement shown by the probationer from period to period or denote outstanding qualities displayed by him in performing police duty.

It is to be appreciated the conclusions reached in determining the probationer's rating marks are not infallible. Their being subject to human evaluation mistakes can occur.

In order to approach this effort from some standard of uniformity it is suggested the norm to be used in rating an individual would be based on your opinion as an experienced officer. What outstanding qualities would you expect an officer to show in performing certain tasks and assignments. You should bear in mind you are rating recruits and make adequate allowances for their inexperience.

"Guiding Factors in making Ratings"

The following factors are suggested in assisting you in determining a rating score for the individual. Other related factors may be used by you in the determination of your rating score.

(1) Exercise of Judgment

- A - Outstanding Judgment
- B - Shows good judgment
- B - Good reactions in emergency situations
- C - Should have used better judgment
- C - Generally uses good judgment
- D - Appears to be lacking in judgment

(2) Reaction to Criticism

- A - Makes immediate effort to correct faults
- B - Responds readily to criticism
- C - Normal reaction to criticism
- D - Is either resentful, non-cooperative or indifferent
- D - Does he always have an excuse for his mistakes

(3) Respect for Authority

- A - Highest respect for superior officers
- B - Obeys orders willingly
- D - Complains and resents receipt of orders
- D - Critical of superior officer's judgment

(4) Attitude toward General Public

- A - Readily gains the respect and confidence of the public
- B - Is considerate of the public
- B - Courteous in dealing with the public
- C - Looks upon public relations as a matter of course
- D - Is loud and boisterous
- D - Lacking in tact and good manners

(5) Relations with other officers

- A - Sets a good example by his conduct
- B - Well liked and respected
- B - A good influence on other officers
- C - Makes a satisfactory impression
- C - Usually gets along reasonably well
- D - Creates an unfavorable impression

(6) Promptness in Reporting for Duty

- A - Promptness and alertness displayed at all times
- A - Always reports for duty on time
- B - Is late occasionally
- C - Absent due to chronic ailments
- D - Shows indifference as to reporting for duty on time

(7) Observance of Rules and Regulations of Department

- A - Absolutely dependable
- B - Can be trusted on all assignments
- C - Dependable under normal conditions
- C - Fairly dependable but requires more than normal follow-up
- D - Lacks familiarity as to import of rules and regulations
- D - Lacks self application in studying rules and regulations

(8) Care of Departmental Equipment

- A - Exceptionally careful
- B - Careful
- C - Indifferent
- D - Reckless and abusive

(9) Personal conduct as to Neatness, Cleanliness and

- A - Stands out above others
- B - Presents a favorable appearance
- C - Sometimes neglectful of personal appearance
- D - Total indifference to personal appearance
- D - Intemperate
- D - Careless about financial matters

(10) Interest shown in Job Assignments

- A - Energetic and conscientious will perform duties without specific orders
- A - Strives to learn more than particular job
- B - Seeks general police experience
- B - Asks about matters not clear to him
- B - Steady and willing worker
- D - Studies whenever possible
- C - Displays average interest
- C - Is content with routine job
- D - Disinterested in work - merely means of livelihood
- D - Needs close supervision

(11) Analytical ability in carrying out assignments

- A - Displays ability to evaluate facts and reach sound conclusions
- B - Especially able
- C - Usually reliable
- C - Seldom requires help
- D - Has difficulty in comprehending and carrying out assignments

(12) Report Preparation

- A - Reports are always complete and neat
- B - Reports contain factual information
- C - Very often has to do reports over
- C - Poor grammatical structure
- C - Poor speller
- D - Reports lacking in necessary data

"Activity Report"

The information to be recorded under "Activity Report" will indicate the number of arrests and citations issued by the probation during each rating period.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

37

PERMANENT ORDER NO. 8:

San Francisco, California
Friday, October 2, 1953

1. At a meeting of the Police Commission held on Tuesday, September 29, 1953, the following proceedings were had:

RULES AND REGULATIONS AMENDED:

RESOLVED, that the Rules and Regulations of the Police Department be, and they are hereby amended as follows:

A MEMBER

428. Shall, within twenty-four hours after tender or receipt of reward or present for extraordinary police service, make written application to the Board to receive said reward or present.

428a. Shall, within twenty-four hours after tender or receipt of a fee for testifying in either a civil or criminal proceeding, which fee is in excess of the legal fee set forth in Section 1885 of the Code of Civil Procedure, make written application to the Board for permission to receive said fee.

428b. Shall, within twenty-four hours after receipt of a Subpoena requiring testimony as an expert witness in any civil or criminal proceeding, make written report to the Chief of Police setting forth therein the particulars upon which the member is expected to testify.

MICHAEL GAFFEY
CHIEF OF POLICE

PERMANENT ORDER NO. 8:
10-2-53

OFFICE OF THE CHIEF OF POLICE
RATING SYSTEM

June 10, 1954

1. Effective as of this date a rating system is established in this department and shall be applied in the following manner.

"Probst Rating System"

2. The rating system to be employed by this department is prepared by the Probst Rating System. This system is in effect in many police department throughout the United States.

"Who is to be Rated."

3. All members of the department except Patrolmen with probationary status.

"When ratings to be made"

4. Members who are to be rated will receive ratings twice each year. The ratings will be made on a semi-annual basis on June 30 and December 31 of each year. Exceptions to this paragraph will be cited in the order.

"Rating Schedule"5. OFFICERSBUREAUSRATING OFFICERS

Patrolmen
Sergeants
Lieutenants

District Stations
District Stations
District Stations
(Headquarters Company)

1.Sergeant 2.Lieutenant 3.Captain
1.Lieutenant 2.Captain
1.Captain

All members Personnel Div.
All members Chinatown Detail
All members Property Clerks
All members Chief's Office
All members Records Division
All members Bur. Communication
All members General Office
All members Police Academy
All members Bur.Spec.Services
Patrolman Crime Prevention
Policewomen Juvenile Bureau
Patrolmen Juvenile Bureau
Sergeant Juvenile Bureau
Patrolmen City Prison
Sergeants City Prison
Patrolmen Traffic Division
Sergeants Traffic Division
Lieutenants Traffic Division

1.Director of Personnel
1. Commanding Officer
1.Department Secretary
1.Department Secretary
1.Director of Crim. Information
1.Director of Crim. Information
1.Lieutenant 2.Dept.Secretary
1.Director of Personnel
1.Captain or Director
1.Lieutenant 2.Lieutenant
1.Sergeant 2. Captain
1.Sergeant 2.Captain
1.Captain
1.Sergeant 2.Commanding Officer
1.Commanding Officer
1.Sergeant 2.Lieut. 3.Director
1.Lieutenant 2.Director
1.Captain 2. Director

(Bureau Inspectors)

All members Business Office
All members Details
Lieutenants Heads Details
Inspectors Heads Detail

1.Lieutenant 2.Captain 3.Chief
1.Head of Det. 2 Captain 3.Chief
1.Captain 2. Chief
1.Captain 2.Chief

(Bureau Identification)

Patrolmen Fingerprint Div.
Sergeants Fingerprint Div.
All members Photograph Div.

1.Sergeant 2. Director
1.Director 2. Captain
1.Director 2. Captain

"Patrolmen on Probation"

6. Patrolmen who are serving as probationary officers will not be rated according to the provisions of this order until they attain permanent status. The provisions of Permanent Order #7, issued September 24, 1953, will apply to all probationary patrolmen.
7. If a probationary patrolman attains permanent status during a rating period he will not be rated according to the provisions of this order unless he served at least three months under permanent status.

"Promotions"

8. When a member subject to the provisions of this order receives a Civil Service promotion to a higher rank he shall be rated at the end of the rating period as if he had been in the higher rank for the full rating period.

"MEMBERS WHO ARE TRANSFERRED"

June 10, 1951

- P.O. NO. 1
6-10-51
9. If a member is transferred during a rating period he shall be rated by the supervising officers of the new district or
 - a. Bureau providing the member serves the last thirty days of the rating period at his new assignment.
 - b. If an exceptional case should arise and be in conflict with the provisions of this order the Company Commander of the member at the end of the rating period shall refer the matter to the Director of Personnel.
 10. The Director of Personnel will investigate all unusual situations and secure enough rating data from supervising officers who have supervised the member during the rating period in order to compile a rating score on the individual.

"MEMBERS WHO ARE DETAILED"

11. Those members who are assigned to a District or Bureau and are detailed to another unit in the department shall be rated by the Supervising Officers of the unit to which he is detailed. He must have served at least the final thirty days of the rating period on the new assignment to be rated by the supervising officers of that District or Bureau.

"RATING PAMPHLETS"

12. A pamphlet referring to the Probst Rating system is herewith forwarded to every District and Bureau. Company Commanders shall have all rating officers familiarize themselves with the contents of these booklets to enable them to become efficient in comprehending the purpose and intent behind a rating system.

- a. Contained in the pamphlet are reference to "what is a rating system" and "Hints on marking reports", "what a good supervisor should know" and a set of questions and answers to problems which arise in the application of a rating system.
- b. Many articles have been written pro and con about the merits of a rating system and the following viewpoint is submitted for your guidance.
- c. If a rater looks upon his task as a chore, something like a report card one receives in school, then the philosophical approach is wrong but on the other hand if the rating report of performance is viewed as an aid to supervision in bringing out the best performance in the individual officer then all concerned profit through the effort.

"RATING FACTORS"

- a. Relative to the conclusion reached in the application of the rating report the best results are obtained when an individual is subject to three impartial checks. This will not be possible in rating officers with the rank of Sergeant or higher.
- b. "When Three Ratings Required"
In those instances when a member will be subject to three ratings by supervising officers the individual rater should not be aware of the other rater's markings. This is accomplished by placing a ruler or piece of paper over the previous markings.
- c. The supervising officer marking the first rating score should make his (x) in boxes under column one. He should also write his name in the box captioned "column 1" for rating supervisors.
- d. The supervising officer marking the second rating score should make his mark (x) in boxes under column two. He should also write his name in box captioned "column 2" for rating supervisors.
- e. The supervising officer marking the third rating score should make his mark (x) in boxes under column three. He should also write his name in box captioned "column 3" for rating supervisors.

(Continued)

- (f) The same procedural policy is to be followed in those instances where a member will receive one rating or two ratings according to the schedule in paragraph 5.

14. "Forms to be Used"

The forms to be used in the application of the rating system are known as "Po" (police forms) Company Commanders and heads of Bureaus shall obtain a year's supply from the Harbor Supply Division.

15. "Director of Personnel to Score reports."

- (a) The final rating score made by each individual will be compiled by the Director of Personnel. When an officer has been rated according to the provisions of this order the rating form shall be forwarded to the Director of Personnel at the Police Academy for his attention.

- (b) The scoring rating device used in the application of this system is in the possession of the Director of Personnel. As stated in the pamphlets rating range from A to E.

- (c) Those who receive an A or B rating are in the above average group. Those who receive a C rating are in the average group and those receiving a D or E rating are in the below average.

- (d) It is the contention of the rating system people that the following group distribution should hold if the rating principles are properly applied.

	<u>Group Classification</u>	<u>Percentage</u>	<u>Score</u>
(e)	Above)	5	A
	Average)	20	B
	Average	50	C
	Below)	20	D
	Average)	5	E

16. When the Director of Personnel has compiled the individual rating scores he shall furnish each station or Bureau with a list showing the score received by each member or said station or Bureau.

17. When The director of Personnel has completed the score for each rating period reports of the members shall be placed in the individual personnel folder on file in the Personnel Division.

18. Any member receiving a rating of below C shall be personally interviewed by his Commanding Officer and the results of the rating discussed.

19. Any member shall have the right to discuss with his Commanding officer the results of the rating he received.

MICHAEL GAFFEY
CHIEF OF POLICE

PERMANENT ORDER NO. 2 :

San Francisco, California
July 29, 1954, Thursday

THIS PERMANENT ORDER CANCELS IN ITS ENTIRETY
PERMANENT ORDER NUMBER 51, DATED NOVEMBER 8,
1941.

1. Commencing as of 12:01 a.m., Wednesday, September 1, 1954, the revised IBM Traffic Citation of the San Francisco Police Department shall be used and the provisions of this order will govern in all cases of traffic citations issued by members of the department.
2. The word "tag" and the word "Citation", when used in connection with traffic violations, are synonymous.

2. RULES GOVERNING ISSUANCE OF TRAFFIC CITATION BOOKS

The Bureau of Criminal Information, Statistical Division, shall be responsible for the proper handling of the Traffic Citation books issued to District Companies and the Traffic Bureau. They shall issue the books in numerical sequence to the District Companies and Traffic Bureau. Said companies and Bureaus are responsible for issuing books in numerical sequence to the officers.

3. The Statistical Division shall keep the proper records of books issued to the Companies and Bureaus. Commanding Officers and Heads of Bureaus, on issuing a citation book to an officer, shall take the necessary receipt from the officer showing the citation numbers of the book, to whom issued and star number and shall enter on Lab. 122 "Traffic Citation Books Issued", the information required on said form, and forward immediately following date of issuance of citation books to the Statistical Division with receipts of officers thereto attached. Entries made on this form must be made in sequence.
4. Members of the Chinatown Squad shall receive their individual books from the Central Station.
- a. Members of Headquarters Company and Bureau of Inspectors shall receive their individual books from the Traffic Bureau (Co. K.).
5. Stations and Bureaus have been supplied with leather folders in which to carry the citation book. This folder has also space provided to place original and copy of the citations issued.
- a. The folders are the property of the San Francisco Police Department and must be returned should the holder sever his connection with the Department. The officer will be responsible for the leather folder and in event of loss shall report same to his Company Commander. New folders can be requisitioned from the Statistical Division.
- b. IT IS ABSOLUTELY IMPERATIVE THAT THE CITATION SHALL NEVER BE BENT OR CRUMPLED IN ANY MANNER.
- c. Under no circumstances shall clips or pins be used in keeping citations together. It is preferable that a loose elastic band be used.

RULES GOVERNING WRITING CITATION

6. Original citation must be legible with sufficient pressure being applied in writing so that the violator's copy (white) and additional copy (yellow) will be distinct and clear.
7. The Citation must show all necessary information pertaining to the particular violation causing the issuance of the citation and must be completely filled in.
- a. Particular care must be exercised in inserting properly on unsigned parking citations - the proximate address of violation, date issued, (must be complete with month, day and year), time citation issued (AM or PM) and in time parking specify in space provided the time checked and time issued, year license (circle number corresponding to last number of year i.e. 4 for 1954),

P. O. NO. 2: _____ Page -2- Cont'd) _____ July 29, 1954

7. Cal Cont'd

WHENEVER POSSIBLE THE NAME AND ADDRESS OF THE REGISTERED OWNER SHALL BE SHOWN ON THE CITATION, district, company, detail and officer's star number with signature.

- b. Officers shall familiarize themselves with the abbreviations of the various codes as shown on the back of the violation's copy and shall be certain that the correct code and section violated is used and the correct place and person before whom to appear is checked.
- c. In the space provided for Violation Section 155a, V.C. and "X" shall be marked for "YES" if violation occurs or "NO" if no violation occurs. In cases where the motorist has made an attempt to comply with the provisions of Section 155a, V. C. and the registration card can not be read from outside the vehicle, it should not be considered a violation and should be checked for "NO".
- d. Whenever a violation of Section 155a, V.C. occurs in addition to any other violation, it will be necessary for a separate citation to be issued for the 155a violation in addition to checking the "YES" on the Citation for the other violation.
- e. When issuing citations for PARKING METER violations an "X" shall be marked in space provided and meter number shall be shown.
- f. Signed citation must be likewise be complete, particular care must be taken in checking where and before whom to appear, and if same was issued as the result of an accident, the proper space must be checked.

SECTION 155a, of the Vehicle Code, State of California is quoted herewith:

"Sec. 155 (a) - Every owner upon receipt of a registration card shall write his signature thereon with pen and ink in the space provided and shall place and thereafter maintain the same or a facsimile copy thereof in a suitable container (1) and shall securely fasten said container and card (2) in the driver's compartment of the vehicle for which issued in a position so that at least that portion of said registration card, or facsimile copy thereof, containing the name and address of the registered owner and the license number of the vehicle shall be plainly visible and legible from the outside of the vehicle or, if the vehicle has no driver's compartment, shall fasten the same in plain sight upon, or carry the same in some receptacle attached to the vehicle."

P. O. NO. 2:
7-29-54

8. The following uniform letters and figures must be used in designating the District, Company and Detail and must be rigidly adhered to:

DISTRICT: A - Central D - Mission G - Richmond
 B - Southern E - Northern H - Ingleside
 C - Potrero F - G. G. Park I - Taraval

- a. District shall mean the Police District in which the violation has occurred rather than the Police Company to which the officer is assigned or detailed.
- b. Particular care must be exercised by Co. "K" and Auxiliary Reserve Officers to insert the proper district symbol.

COMPANY: A - Central D - Mission G - Richmond
 B - Southern E - Northern H - Ingleside
 C - Potrero F - G. G. Park I - Taraval
 K - Traffic

DETAIL

- 1 - Foot Patrol
- 2 - Radio Patrol (other than A.P.B.)
- 3 - Mounted Patrol
- 4 - 3-wheel motorcycle
- 5 - Solo motorcycle
- 6 - Accident Prevention Bureau
- 7 - Chinatown Detail
- 8 - Harbor Police (State)
- 9 - Municipal Railway Inspectors
- 10 - Special Officers (Housing Projects and CCSF
Campus Police)
- 12 - Auxiliary Reserve Officers

9. Should an officer be detailed from his company to another company for duty, in issuing citations he shall use the company and detail assigned to him in his tour of duty on said detail.
10. (a) NOT MORE THAN ONE VIOLATION SHALL BE CHARGED ON ANY ONE CITATION, except that when the violator is actually booked, all violations may be shown on one citation.
(b) The booking officer shall enter on the bottom space of Arrest Card, Form #2409, the number of the citation issued for the violation or violations for which the person is being booked at said time.
11. Whenever a person is booked at a Police Station or the City Prison for a traffic violation of the California Vehicle Code, San Francisco Traffic Code, San Francisco Police, Public Utilities or Park Codes, a traffic citation must be made out in full by the arresting officer but without the signature of the violator, and "Booked at _____ Station or City Prison" written across face of citation.
12. The original citation, with the two copies, is forwarded in the usual manner as other citations to the Statistical Division. The same procedure shall also apply when a person is subsequently booked on any traffic violation involving an accident after an investigation has been made.
13. Signed citations are those issued in the presence of the defendant, served personally on him and signed by him. Unsigned citations are those attached to any unattended motor vehicle.

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13. A moving or non-moving violation shall not be charged on any unsigned citation. Unsigned citations shall be issued for parking violations only, - "and only where the vehicle is unattended". NOTE: This practice will particularly alleviate the situation with reference to truck drivers and cab drivers who operate vehicles that are not their own and sometimes are leased by their employers, particularly with reference to double parking situations. Obtaining a signed tag will eliminate the volume of correspondence that is usually necessary to arrive at the identity of the actual driver of the vehicle.

14. "All moving violations, where violator is not booked, should be cited to appear as follows:

- amended
to G.O. #61
July 20, 1954
US Bank 34.*
- A. Where an accident is connected with the violation -- before the Judge, Hall of Justice at 2:00 p.m.;
 - B. Where no accident is involved -- before Clerk, Hall of Justice (without specification of time of day);
 - C. Juveniles cited for moving violations should be cited to appear before the Youth Guidance Center on Tuesdays or Fridays."

15. One copy of the citation (white) is given to the defendant or is attached to the vehicle if same is unattended.

16. "All citations for parking violations must be cited to the City Hall, Room 164, Clerk, Municipal Court".

17. "Citations requiring the appearance of the defendant before the Clerk, Hall of Justice or before the Traffic Judge, Hall of Justice, must stipulate a date of appearance not less than five (5) days subsequent to the date of violation indicated."

- a. Until the consolidation of the present Traffic Courts has been effected, that portion of the revised citation directing the violator to appear before the Judge, hearing traffic cases at the City Hall, will not be used.

18. Should a traffic violator, upon being served with a traffic citation, demand that he be called into court on the following morning rather than a later date, the officer shall take him into custody and book him at the nearest Police Station or City Prison.

19. The name of the violator shall be printed and the spelling thereof shall correspond with that appearing on the operator's card or registration certificate - using given name and last name in the order in which they appear on the card.

20. When citing for Section 32 of the San Francisco Traffic Code the officer shall write in the proper alphabetical sub-division of said Section 32 so that the citation will show whether it is for "No Stopping", "Prohibited Parking" or "Overtime Parking".

21. In cases of violations for speeding, officers will charge violation to 510 V.C. instead of 511 V.C.

P. O. NO. 2: - - - - - Page -5- (Cont'd) - - - - - July 29, 1954

22. In issuing parking violation citations the location must be definite, using proximate street number of building or landmark of parked automobile. In no case give a street and between two other streets. Neither should the location be cited as the corner of two intersecting streets unless the particular corner is described as northwest, southwest, etc.
23. All citations must be issued in sequence and the book must be completely used before starting use of a new book.
24. An officer shall only carry sufficient number of books to cover and complete his tour of duty.

RULES GOVERNING THE OFFICER'S DAILY TAG REPORT

25. An officer completing his tour of duty shall be required to make a daily tag report in duplicate and have thereon listed accurately the citation numbers of each citation in numerical sequence, together with date, signature and star number plainly written. In no case shall an officer attach to any daily report citations of another date. In cases where an officer works an overlapping watch into another day it shall be necessary for the officer to make a separate report for each day. When an officer on his tour of duty uses more than one citation book a separate daily tag report must be made for each book used.
- a. Should an officer find it necessary to use another officer's book, he must state on his report from whom he secured the book giving star number of the officer from whom secured.
26. If citation book is lost, a report shall immediately be submitted to his Commanding Officer and after approval same shall be sent to the Statistical Bureau for Record.
27. All daily officer's tag reports shall be signed by the platoon commander, who shall also be responsible for the proper filling out of such citations, particularly to proper charge and legibility.
28. If a citation is returned to an officer for correction in any group of citations, said tag report shall show the citation number held for correction and when correction is made a tag report covering corrected citation shall be made.
29. In handling citations great care must be taken not to bend or mar the original. Under no circumstances shall pins or clips be used in keeping citations and officers daily tag reports together. In keeping them together place the citations between the original and copy of the officers daily tag report and then secure with an elastic band.
30. In forwarding citations with officer's tag report to the Statistical Division they shall be placed in an envelope, addressed "Statistical Division" to avoid damage or loss.
31. Each Company Commander shall specially assign a member of his command to check book numbers of the citation against the numbers shown on the officer's Daily Tag Report and said member shall be responsible in the matter of seeing that the book numbers of the citations listed on such daily reports are in sequence.
- a. The word "missing" or the word "error" under no circumstances shall be used as a substitute for a missing number. If by

P. O. NO. 2: - - - - - Page -5- (Cont'd) - - - - - July 29, 1954

31.

a. (Cont'd)

accident a citation is torn or made void for any reason, the original and two copies shall be forwarded in the usual manner to the Statistical Division.

RECORDING OF TRAFFIC CITATIONS

32. Each Company Commander, issuing Traffic Citations, must make a Daily Return of Citations issued by his command on forms provided, showing the previous twenty-four hour activity ending at 12:00 midnight. This return, with Officers Daily Tag Report and citations properly secured shall be forwarded to the Bureau of Criminal Information, Statistical Division, Room 110, Hall of Justice, prior to 6:30 a.m. on the day following date of issuance of citation.
33. The Statistical Division shall be responsible for the proper recordings covering all phases of traffic citation enforcement information obligatory on the department and shall forward the necessary information as required by law to the Controller's Office in the matter of the issuance of citations for traffic violations.
34. It will be the responsibility of the Statistical Division to forward to the proper agencies the original citation and one copy of the Officer's Daily Tag Report for adjudication. They shall keep the proper files and make the proper recordings governing the issuance of traffic citation books, Officer's Daily Tag Reports and the yellow copy of each citation issued by the department.
35. The Director of Criminal Information shall make arrangements so that members of the department assigned to that work shall report for duty at 6:30 a.m.
36. Under no circumstances shall the citations of the previous twenty-four hour day be held up in any company. When officers work a watch starting in one day and overlapping into another day, all citations issued before 12:00 midnight in any day must be forwarded to Statistical Division with that day's work, prior to 6:30 a.m. following date of issuance.
37. To successfully follow this procedure, it is absolutely necessary for the officer to turn in his citations with the daily tag report immediately at the conclusion of his tour of duty. It devolves upon the Company Commander to forward before 6:30 a.m. to the Statistical Division, all citations issued in the previous twenty four hour period.
38. All old citation books properly marked and bundled in one package shall be forwarded to the Statistical Division, Room #110, Hall of Justice, immediately upon completion of the distribution of the revised citation books.
39. Samples of the revised Citation Form accompany this order. The new books will be distributed through the regular channels in advance of the date it becomes effective.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Thursday, August 5, 1954

PERMANENT ORDER NO. 3

1. Excerpts from the Federal Laws hereinafter cited, with commentaries thereon, were furnished for your information by the Supervisor In Charge, Alcohol and Tobacco Tax Division, U.S. Treasury Department. When an apparent violation of these statutes comes to the attention of any member of the Department, he shall submit a written report to this office giving the facts in detail in all cases where direct action is not taken.

"To All State, County and City Prosecutors
and Law Enforcement Officers

The purpose of this notice is to bring to your attention certain Federal laws which can be utilized effectively as an aid to law enforcement in the suppression of crime.

1. The Federal firearms act (U.S. Code, Title 15, Sections 901 ET. Seq.)

This law deals exclusively with the transportation, shipment, or receipt of firearms or ammunition in interstate or foreign commerce. The statute prohibits, among other acts:

- a. A person from shipping, transporting, or receiving a firearm or ammunition in interstate or foreign commerce if he has been convicted of a crime of violence, such as murder, manslaughter, rape, mayhem, kidnapping, robbery, burglary, housebreaking; assault with intent to kill, commit rape, or rob; assault with a dangerous weapon; or assault with intent to commit any offense punishable by imprisonment for more than one year, or if he has been indicted for such a crime or is a fugitive from justice.
- b. A person or concern from shipping or transporting knowingly in interstate or foreign commerce firearms or ammunition to the type of individual referred to above.
- c. Any person from transporting or shipping, or causing to be transported or shipped in interstate or foreign commerce any stolen firearm or ammunition, knowing, or having reasonable cause to believe, same to have been stolen.
- d. Any person from receiving, concealing, storing, bartering, selling, or disposing of any firearm or ammunition or pledging or accepting as security for a loan any firearm or ammunition moving in or which is a part of interstate or foreign commerce, and which while so moving or constituting such part has been stolen, knowing, or having reasonable cause to believe the same to have been stolen.
- e. Any person from shipping, transporting, or knowingly receiving in interstate or foreign commerce any firearm from which the manufacturer's serial number has been removed, obliterated, or altered.

The purpose of this law is to prevent criminals from obtaining firearms and ammunition.

The term "firearm" means any weapon, by whatever name known, which is designed to expel a projectile or projectiles by the action of an explosive and a firearm muffler or firearm silencer, or any part or parts of such weapon.

The term "ammunition" shall include only pistol or revolver ammunition. It shall not include shotgun shells, metallic ammunition suitable for use only in rifles, or any .22 caliber rimfire ammunition.

The term "interstate or foreign commerce" means commerce between any State, Territory, or possession (but not including the Canal Zone), or the District of Columbia, and any place outside thereof, or between points with the same State, Territory, or possession (but not including the Canal Zone), or the District of Columbia but through any place outside thereof; or within any Territory or possession or the District of Columbia.

The law provides a criminal penalty, upon conviction, of a fine not more than \$2,000 or imprisonment for not more than five years or both.

The Act provides for the seizure and forfeiture of any firearm or ammunition in respect of which any violation of the Act has been committed.

Every firearm found in the possession of the persons referred to represents a potential violation of the Federal Firearms Act, and the legality of the possession of such weapon should be thoroughly investigated.

2. The National Firearms Act of June 26, 1934, U.S. Code, Title 26, Sections 2720-2734; 3260-3266)

The purpose of the National Firearms Act is to prevent strictly gangster weapons, such as machine guns and sawed-off shotguns, from getting into the hands of the criminal element by the imposition of a prohibitive transfer tax. The Act provides for registration of such firearms and imposes a tax upon the making or transfer of firearms of the following types:

- a. A shotgun or rifle having a barrel of less than eighteen inches in length; provided, however, that any such rifle is excepted from the law if its caliber is .22 or smaller and if its barrel is sixteen inches or more in length;
- b. Any other weapon, except a pistol or revolver, from which a shot is discharged by an explosive if such weapon is capable of being concealed on the person; provided, however, that a pistol or revolver attached to, or with, accompanying shoulder stock has been held to come within purview of the statute;
- c. A machine gun. The term "machine gun" means any weapon which shoots, or is designed to shoot, automatically or semi-automatically, more than one shot, without manual reloading, by a single function of the trigger.
- d. A muffler or silencer for any firearm whether or not the firearm itself is covered by the Act

Any firearm of a type included by the Act which has been made or transferred without payment of the appropriate tax by the maker or transferor, or which has not been registered in accordance with the provisions of the Act, subjects the violator, upon conviction, to a fine of not more than \$2,000 or imprisonment for not more than five years or both.

Any firearm as defined heretofore which has at any time been made or transferred illegally is subject to seizure and forfeiture under the internal-revenue laws.

The law does not apply to the transfer of such firearms to the United States Government, any State, territory, or possession of the United States, or to any political subdivision thereof, or to the District of Columbia, or to sheriffs, chiefs of police, commissioners of police, superintendents, or other chief officers of state police units, including state highway patrols, and directors of public safety, or to Federal law enforcement agencies or to the transfer of an unservicable firearm transferred as a curio or ornament, except that the person transferring such firearm must file an application for exemption from payment of the transfer tax.

3. Act of August 9, 1939 (U.S. Code Title 49, Sections 781-788)

This act makes it illegal to use any vessel, vehicle, or aircraft to transport, carry, conceal, convey, possess, or transfer any weapon defined as a firearm under the National Firearms Act, which has not been registered or on which the making or transfer tax due has not been paid as required by the National Firearms Act or with respect to which there has been committed any other violation of said Act, and subjects the vessel, vehicle, or aircraft to seizure and forfeiture under the customs laws.

4. Liquor Tax Administration Act (Approved June 26, 1936) (U.S. Code, Title 26, Section 3173(c))

Section 3173(c) (Possession of Devices for emitting Gas, Smoke, Etc.; Explosives and Firearms) provides as follows

A. Whoever, when violating any law of the United States, or of any Territory or possession of the United States, or of the District of Columbia, in regard to the manufacture, taxation, or transportation of or traffic in distilled spirits, wines, or fermented malt liquors, or when aiding in any such violation, has in his possession or in his control any device capable of causing emission of smoke, gas, or fumes, and which may be used for the purpose of hindering, delaying, or preventing pursuit or capture, any explosive, or any firearm (as defined in Section 2733), except a machine gun, or a shotgun or a rifle having a barrel of less than eighteen inches in length shall be fined not more than \$5,000 or be imprisoned for not more than ten years, or both, and all persons engaged in any such violation or in aiding in any such violation shall be held to be in possession or control of such device, firearm, or explosive.

B. Whoever, when violating any such law, has in his possession or in his control a machine gun, or any shotgun or rifle having a barrel of less than eighteen inches in length, shall be punished by imprisonment for not more than twenty years; and all persons engaged in any such violation or in aiding in any such violation shall be held to be in possession and control of such machine gun, shotgun, or rifle.

C. Every such firearm or device for emitting gas, smoke, or fumes, and every such explosive, machine gun, shotgun, or rifle, in the possession or control of any person when violating any such law, shall be seized and shall be forfeited and disposed of in the manner provided by section 2730.

D. As used in this subsection the term 'machine gun' means any weapon which shoots, or is designed to shoot, automatically or semiautomatically, more than one shot, without manual reloading by a single function of the trigger.

5. Sections of the internal revenue code relating to the illicit traffic in liquors.

Various sections of the Internal Revenue Code prohibit the manufacture, possession, transportation, and sale of nontax-paid liquors. Every gallon of 100 proof nontax-paid liquor manufactured defrauds the Government of \$10.50 tax under the present rate.

As an effective aid to law enforcement in general and for the protection of the country's revenue the cooperation of all prosecutive and law enforcement officers is solicited.

In many instances citizens of good repute possess firearms as defined in the National Firearm Act, principally war trophies, such as machine guns and machine pistols, and have failed to register them with the Commissioner of Internal Revenue, being unaware of this requirement by law. In instances of this kind, as well as in all others where there is an apparent violation of one or more of the laws referred to, it will be greatly appreciated if contact is made with the office of the Internal Revenue Service, the

Permanent Order No. 3 Page 4, Continued August 5, 1954 _ _ _ _

address of which is as follows, in order that an Investigator may be assigned for the purpose of determining the proper action to be taken:

SUPERVISOR IN CHARGE
ALCOHOL AND TOBACCO TAX DIVISION
ROOM 1109, FLOOD BUILDING
SAN FRANCISCO, CALIF. PHONE KL 2-2350

Mutual cooperation in this regard will result in better law enforcement.

/s/ Dwight E. Avis, Head
Alcohol and Tobacco Tax Div.

* * * * *

MICHAEL GAFFEY
CHIEF OF POLICE

P.O. NO. 3
8-5-54

Page 4

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 4:

San Francisco, California
Friday, September 10, 1954

1. At a meeting of the Police Commission held on Tuesday, September 7, 1954, the following resolution was adopted:

RULES AND REGULATIONS - AMENDED:

RESOLVED, that Rule 330b of the Rules and Regulations of the San Francisco Police Department be, and the same is hereby amended to read as follows:

330b. All new members shall equip themselves with Peerless, Pratts or Smith and Wesson combination handcuffs.

AYES: Commissioners Kohnke, Walsh

ABSENT: Commissioner Maginn

MICHAEL GAFFEY
CHIEF OF POLICE

P. C. NO. 4:
9-10-54

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Wednesday, October 6, 1954

PERMANENT ORDER NO. 5:

CANCELLED BY P.O. No. 9 12-16-63

1. REPEATING TELETYPE MESSAGE 8840 DATED OCTOBER 5, 1954.

COMPANY COMMANDERS. WHENEVER A PERSON IS REPORTED AS MISSING TO ANY MEMBER OF THE SAN FRANCISCO POLICE DEPARTMENT, THE INFORMATION SHALL BE IMMEDIATELY FORWARDED THROUGH PROPER CHANNELS TO THE LIEUTENANT IN CHARGE OF THE BUREAU OF INSPECTORS. THE LIEUTENANT SHALL IMMEDIATELY MAKE INQUIRY OF THE CORONER, ALL POLICE STATIONS, ALL EMERGENCY HOSPITALS AND THE CITY PRISON FOR THE MISSING PERSON. THE REPORT OF THE MISSING PERSON, AFTER THE ABOVE-MENTIONED INQUIRIES HAVE BEEN MADE, SHALL IMMEDIATELY BE TRANSMITTED TO ALL MEMBERS OF THE DEPARTMENT BY TELETYPE.

IF THE MISSING PERSON IS A JUVENILE, THE INQUIRY, BESIDES THE ABOVE STATED AGENCIES, SHALL INCLUDE THE YOUTH GUIDANCE CENTER.

GEORGE M. HEALY
DEP. CHIEF OF POLICE

P. O. NO. 5:
10-6-54

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 6:

Thursday, October 21, 1954
San Francisco, California

1. At a meeting of the Police Commission held on Tuesday, October 19, 1954, the following proceedings were had:

RULES AND REGULATIONS - AMENDED:

RESOLVED, that Rule 60 of the Rules and Regulations of the San Francisco Police Department be, and the same is hereby amended to read as follows:

60. Shall assign or cause to be assigned to members of his command, cases involving organized criminal activities and other criminal cases reported to his office or brought to his attention and shall see that they are thoroughly and efficiently investigated.

AYES: Commissioners Walsh, Maginn.

GEORGE M. HEALY
DEP. CHIEF OF POLICE

P. O. NO. 6:
10-21-54

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Monday, November 1, 1954

PERMANENT ORDER NO. 7:

1. Effective at 6:00 a.m., Sunday, November 21, 1954, our present manually-operated telephone switchboard will be changed to a dial automatic telephone switchboard.
2. Upon installation of the new automatic dial telephone switchboard, the manner and use of Police Department telephones shall be as follows:
 - a. INTER-OFFICE TELEPHONE CALLS. Lift the receiver, listen for "dial tone", then dial Police Department local number listed in department directory.
 - b. OUT-GOING SAN FRANCISCO, OAKLAND, ALAMEDA AND BERKELEY CALLS Listen for the "dial tone", dial "9", listen for the second "dial tone" then dial your number as listed in the city telephone directory.
 - c. LONG DISTANCE TELEPHONE CALLS. Except for calls to cities listed in (b) above, all out-going calls must be placed through our PBX operator by dialing "0" (Operator) and furnishing the following information:
 1. Give your name, star number and department local number.
 2. Name of city or town called and telephone number.
 3. Name of person or agency called.
 - d. TRANSFERRING TELEPHONE CALLS. Inter-office calls (calls from one police department local to another) and calls made by dialing "9" (referred above as outside calls) cannot be transferred. Incoming telephone calls to our telephone exchange may be transferred by flashing our operator 3 or 4 times SLOWLY.
 - e. To get in touch with Police Department operator in EMERGENCY cases, simply dial "0".
3. The new automatic telephone switchboard will provide individual locals for most Captains and Directors. If, by chance, a call is received at the station business office, which is for the Captain, he will have the facilities to pick up the call on the instrument in his own office.
 - a. A survey is in progress to install this facility for the Captains or Directors in those stations and Bureaus where such facilities are not now available.
4. Company Commanders shall read to the members of their commands the provisions of Rules 512 "a" and "b" and 513 of the Rules and Regulations of the San Francisco Police Department, and shall issue written instructions to the members of their respective commands that the provisions of the mentioned Rules are to be strictly complied with. Instructions shall also be given to the members of the Department that they are not to use police telephone facilities for the placement of private business or personal calls except in cases of urgent necessity.
5. Incoming telephone calls received on the Police Department Exchange requesting police service or assistance shall be answered promptly, efficiently, in a courteous manner and with a pleasant tone of voice by the telephone operator on duty. The calls shall be screened by the answering operator so that the party requesting police service or assistance will be put in immediate contact with the member or unit responsible for rendering the service requested. This shall be done with a minimum of delay. The proper handling of telephone calls is instrumental in saving the lives and property of our citizens and is indispensable in the apprehension of law violators.

P. O. NO. 7: - - - - - Page -2- (Cont'd) - - - November 1, 1954 -

6. Upon this order becoming effective, the following procedure shall be established in this department:

When calls are placed by our telephone operators to a member or unit of the Inspectors' Bureau, Traffic Bureau or Headquarters Company during regular office hours and no response is received on the part of the member or unit, the call shall then be transferred to the Inspectors' (Ring in) operator who shall inform the party calling that the particular member or unit is not presently available. The Inspectors' operator shall then take the message; name and telephone number of the party calling and record same. These messages shall be transmitted to the proper member or unit as soon as possible after their return to their respective office. In cases where the member or unit fails to return within a reasonable time, such telephone message memoranda shall be given to the Commanding Officer of the unit concerned.

7. The Telephone Company representatives will call in person at all stations and Bureaus to instruct police personnel in the proper operation of the new dial telephone system. It is expected that the training program will commence on and after November 15, 1954. All possible courtesy and cooperation shall be given these representatives by members of this department. Permission is hereby given to provide necessary transportation for the Telephone Company representatives in their travel from station to station, particularly at late and unusual hours.
8. Accompanying this order will be a schedule showing the new locals to be used in contacting various units of this department.
9. In the very near future a printed booklet, containing the information in paragraph "8" and other pertinent data will be delivered to all units of the Police Department.

GEORGE M. HEALY
DEP. CHIEF OF POLICE

P. O. NO. 7:
11-1-54

San Francisco, California
Thursday, March 3, 1955PERMANENT ORDER NO. 1:

1. At a meeting of the Police Commission held on Tuesday, March 1, 1955, the following proceedings were had:

RULES AND REGULATIONS AMENDED:

RESOLVED, that Rule 535 of the Rules and Regulations of the San Francisco Police Department is hereby amended to read as follows:

535. Commendation for meritorious conduct consists of two (2) grades and awards may be made to a member where the following elements exist:

FIRST GRADE

Manifests outstanding bravery under gun fire or against immediate attack by deadly weapons or instrumentalities when he risks his life with full knowledge of the danger involved and assumed, and accomplishes his objective by arresting or otherwise terminating the criminal activity of the transgressor; or

FIRST GRADE OR SECOND GRADE

Manifests outstanding bravery in undertaking to save human life in treacherous water, dangerous fire, explosion or other similar threatening agency, when he risks his life with full knowledge of the danger involved and assumed, and actually accomplishes the undertaking.

The degree of danger shall be the determining factor in voting whether a first or second grade award is merited in applications presented under this section of the rule.

SECOND GRADE

Manifests outstanding bravery in the apprehension of a person known to the member to be wanted on a felony charge; where the circumstances indicate that firearms or other deadly weapons may be used against the member; but it develops that while the suspect was armed, as the circumstances indicated, he did not, by reason of the vigilance and alertness of the member, use or attempt to use the said weapon, that the member had full knowledge of the danger involved and accomplishes his objective by arresting or otherwise terminating the criminal activity of the transgressor; or,

Manifests outstanding bravery in attempting to apprehend a person known to the member to be wanted on a felony charge where the circumstances indicate that firearms or other deadly weapons may be used against the member; that the member had full knowledge of the danger involved and assumed; that because of gun fire, or a deadly weapon, used against the member, he became so disabled that he could not accomplish his objective by arresting or otherwise terminating the criminal activity of the transgressor; or

In carrying on investigation leading to the arrest of a person wanted on a serious felony charge, when it is shown that the apprehension was made possible by diligent and painstaking research on the part of the member and where it clearly appears that the said member correctly weighed and evaluated all the clues and circumstances at his disposal. This award does not contemplate arrests made solely on the information of informants. It is intended to cover cases where clues and circumstances are correctly weighed and evaluated and where diligent investigation leads to an arrest which terminates the career of one, who while at large, has been inimical to the public welfare and safety.

AYES: Commissioners Kohnke, Walsh, Maginn.

MICHAEL GAFFEY
CHIEF OF POLICE

PERMANENT ORDER NO. 2:

San Francisco, California
Tuesday, April 19, 1955

Superseded by P.O. #5, 1971

1. TOWING PROCEDURES

- a. An "owner's request" tow may be said to be a tow car dispatched through police channels at the request of an operator or owner present at the scene, who is capable of caring for his property. The request may be for a specific tow-car named by the operator, or if he cannot name one then for the "official" police tow. This is primarily a police service to the operator of a disabled car that is a hazard and is not an impounding of an automobile by the police.
- b. Such owner's request towing allows the operator to have the vehicle towed to a location of his choosing.
- c. All such tows are entered in the police tow book at the S.P.B. but if the request is for a tow other than official, it is not shown in the weekly tow summary and no police release is needed.
- d. In order to reduce police work entailed in this service and to avoid complaints from citizens the present procedure is modified as follows:

2. OWNER'S REQUEST TOWING AT ACCIDENT SCENES

- a. When damaged cars are movable to the side of the road and the driver is present they can be moved there, or when the car is not a hazard, the towing is not a matter of concern for the police; the operator can arrange for the disposition of his vehicle.
- b. When towing service is necessary the officer should instruct the operator to obtain a tow car himself as soon as possible. Only when conditions make it difficult for the owner to summon a tow car himself should the officer use police facilities to obtain the tow. The "owner's request" tow shall be summoned by the officer only through police facilities and in the call he must state "tow at owner's request." The officer shall inform the operator that police have acted only as an agent in calling a tow-car, the operator must attend to the rest of the tow service himself and take care of his own vehicle. The police have no further responsibility in the matter. The officer shall inform the tow-car operator on his arrival that it was an "owner's request" and instruct him to see the operator before moving the vehicle.
- c. With members of Auto Clubs, such as the A.A.A., the same procedure would be followed except that the Auto Club tow car would be sent for instead of an official police car; the officer should make a point to ascertain if the driver is an A.A.A. or National Auto Club member before requesting a tow car.
- d. In all such owner's request tows no inventory form and no automobile report would be made and no police release is required.

3. POLICE IMPOUNDING OF VEHICLES AT ACCIDENT SCENES.

- a. Five (5) conditions, at accident scenes, require police impounding of vehicles.

(1) When the driver is arrested and the vehicle cannot be conveniently given into the custody of a responsible party, such as the owner, wife, son or father of owner, it is the arresting officer's responsibility to safeguard the property.

P. O. NO. 2: _____ Page -2- (Cont'd) _____ April 19, 1955

POLICE IMPOUNDING OF VEHICLES AT ACCIDENT SCENES. (Cont'd)

- (2) When the vehicles is abandoned at the scene, such as a hit and run case, or a damaged unattended vehicle that is a hazard and owner cannot be readily located.
- (3) When the car has been stolen, or is "wanted" by the police.
- (4) When the operator is injured seriously and cannot take care of his property and no one having the right to do so is present, as in (1) above.
- (5) When the vehicle must be held as "evidence" in such cases as manslaughter, hit and run personal injury and similar felonies.

b. The procedure on such impounding of vehicles is as follows:

- (1) An inventory form shall be made by the officer.
- (2) If any indication can be found from the driver or the vehicle of membership in A.A.A. or National Auto Club, their tow shall be called for, except when the vehicle is to be held as evidence; or driver or vehicle is wanted by police.
- (3) The auto detail shall be promptly notified.
- (4) An Automobile Report, F 2407, shall be made on stolen autos recovered; autos abandoned at the scene; and unattended vehicles a hazard when owner or operator can not be readily found.

4. POLICE RECORDS OF ACCIDENT TOWING.

- a. The Accident Prevention Bureau shall continue to keep present towing records:
 - (1) All tows dispatched by the A.P.B., owner's request, A.A.A., impounded, etc. are recorded in the Towing Book.
 - (2) Weekly summaries of all official tow cars dispatched.
- b. It should be clear that all tow-cars summoned by the police must go through regular police facilities and be recorded in the towing book.
- c. When releases for impounded vehicles are prepared care must be taken to ascertain that no hold has been placed on the vehicle and that the party requesting the release identify himself and is a responsible party.

MICHAEL GAFFEY
CHIEF OF POLICE

P. O. NO. 2:
4-19-55

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 3:

San Francisco, California
Thursday, April 28, 1955.

1. At a meeting of the Police Commission held on Tuesday, April 26, 1955, the following resolutions were adopted:

a. RULES AND REGULATIONS AMENDED:

RESOLVED, that Rule 161 of the Rules and Regulations of the San Francisco Police Department be, and the same is hereby amended to read as follows:

161. Shall be permitted to detail a member or members of his command in civilian dress for a period of not more than twenty-four hours at any one time for the purpose of investigating complaints that cannot ordinarily be handled by uniformed members, and immediately after the conclusion of the work for which the detail or details were made submit a report in writing to the Chief setting forth the reason for making the detail and what results were accomplished.

AYES: Commissioners Kohnke, Walsh
ABSENT: Commissioner Maginn

b. UNIFORM SPECIFICATIONS - AMENDED:

RESOLVED, that the specifications for uniforms for members of the Traffic Bureau (Fixed Post, Accident Prevention Bureau, Solo Motorcycle and Three Wheel Motorcycle) be, and they are hereby amended to include the following:

SHOULDER PATCH

That Sketch #70089 of Lion. Brothers Company, Inc., together with the following specifications be adopted as the shoulder patch:

(1) Embroidery to consist of black, dark gold, 224 orange (tan), light brown, Spanish red, and national blue as per sample threads furnished.

(2) Background material to be Lion Brothers royal blue cotton twill.

(3) Emblem to be solid embroidered and to be finished with Lion Brothers special edging.

(4) Emblem to be certified washable by American Institute of Laundering.

(5) Corrections in sketch:

(a) Wing on left side of sketch (right side of bird) to be of same shape as the other wing and the same distance below the "S" in San as the other wing is below the "O" in Francisco

(b) En and Guerra are two separate words and should be separated.

AYES: Commissioners Kohnke, Walsh
ABSENT: Commissioner Maginn

MICHAEL GAFFEY
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Wednesday, May 4, 1955

PERMANENT ORDER NO. 4:

Attached hereto is the revised Police Annex, San Francisco Disaster Operations Plan, which was recently adopted and will immediately replace the one currently in effect.

- "1. The Police Annex, San Francisco Disaster Operations Plan, has been reissued to include previous amendments, along with a new amendment establishing revised mobilization and traffic control procedures adapted to the principles of pre-attack dispersion. All members shall be familiarized with the changes made.

2. Pursuant to III - A-4 of the Annex, the following Control Center assignments are herewith made:

a. MASTER CONTROL CENTER (Youth Guidance Center)

- 1) Deputy Chief George M. Healy
- 2) Lieutenant Wesley Murray
- 3) Inspector William Osterloh
- 4) Officer Julius von Nostitz

b. ALTERNATE CONTROL CENTER (Hassler Health Home, Redwood City)

- 1) Supervising Captain John A. Engler
- 2) Sergeant Vincent McCarthy
- 3) Sergeant Ernest Lindeman

3. District Captains shall proceed immediately to make the dispersion route and supervisory area assignments described in II-C and IV-C. Reports shall be submitted to this office prior to 8:00 a.m., May 23, 1955, indicating specific locations and areas and the members assigned to them. If, due to insufficient personnel, certain assignments cannot be filled, they shall be left open temporarily.

4. The Reserve Personnel Officer shall advise each Captain of the names of Auxiliary Reserve members residing within the confines of his district.

5. Assignment of members living out of the City and County will be made by this office."

GEORGE M. HEALY
DEPUTY CHIEF OF POLICE

P.O. NO. 4:
5-4-55

PERMANENT ORDER NO. 5:

San Francisco, California
Monday, June 20, 1955

1. At a meeting of the Police Commission held on Tuesday, March 22, 1955, the following resolution was adopted:

UNIFORM SPECIFICATIONS - AMENDED:

RESOLVED, that the specifications for uniforms for members of the Traffic Bureau (fixed post, accident prevention bureau, solo motorcycle and three wheel motorcycle) be, and the same are hereby amended to read as per the attached; and be it further

RESOLVED, that these specifications shall become effective as soon as possible for members of the fixed post detail and by April 1, 1956, for other members of the Traffic Bureau.

AYES: Commissioners Kohnke, Walsh. Maginn.

2.

SPECIFICATIONS

JACKET

To be worn over Sam Browne belt with no shoulder strap.

MATERIAL

Charlottesville 2372 Blue Worsted Elastique 19-20 oz.

NOTE: Each uniform jacket must bear a cloth label guaranteeing the genuineness of the material used as follows: "We guarantee this cloth to be genuine
Charlottesville 2372

STYLE:

Peak lapel jacket with coat sleeves. Front to be fastened with talon zipper #5 from bottom of jacket vertically to base of lapels.
Golf pleats each side seam extending from shoulder seam to bottom of jacket.
Adjustment straps with two S. F. Police buttons at side seams.
Stitched down belt in back.
Bottom of jacket made with turn up. No separate waist band.
Jacket to be worn straight down and not bloused.

LAPELS:

To be peaked lapel, with opening 15 inches in length. Lapel to be 3-3/4 inches wide at widest point. No button holes in lapel.

SLEEVES:

Plain and with department stripe of 1/2 inch color fast black tubular braid. Department stripe to be 3 inches from bottom of sleeves and extend half way around sleeves from seam to seam and set into the seam at both sides. Make sleeves with regular turn up, no cuff or buttons.

FACING:

Same material as jacket, cut in one piece, not less than 4 inches wide at top and 3 1/2 inches wide at bottom.

LINING:

Jacket to be full lined with corkscrew to match.

COLLAR:

Width to be 1-3/4 inches wide at center of back and to be hand felled.

P. O. NO. 5: _____ Page -2- (Cont'd) _____ June 20, 1955

JACKETS (Cont'd) LENGTH OF JACKET:

To be made to fit the individual for whom it is made. Back of jacket to be made about $\frac{1}{2}$ inch longer than the front.

POCKETS-OUTSIDE:

Two breast pockets to be patch pocket style $6\frac{1}{4}$ inches deep, 6 inches wide at top and 6 inches wide at bottom, with corners slightly rounded, and with center box pleat and three point flap with button and buttonhole. Pockets must be properly stayed.

THREAD:

All seams to be sewed with all silk and double stitched.

BUTTONS:

All buttons to be San Francisco Police Department Buttons and are to be set in eyelets and ringed.

BADGE HOLDER:

To be placed above center of left breast pocket and made of same material as jacket and patch type with two stitched eyelets (not metal) and placed properly so that lower point of badge comes to upper edge of pocket.

SHOULDER STRAP:

To be $2\frac{1}{2}$ inches wide at sleeve head and $1\frac{1}{2}$ inches at collar and to be made long enough to extend under collar and with buttonhole. Buttonhole to be set so that button comes flush up to collar. Strap to be cross stitched two inches from sleeve head. Tips of shoulder straps to be tacked down to jacket.

ARM SHIELDS:

To be made of same material and piped.

POCKETS-INSIDE:

Horizontal inside pocket $5\frac{1}{2}$ inches wide and $7\frac{1}{2}$ inches deep to be located on the right side. Vertical inside pocket 5 inches wide and $11\frac{1}{2}$ inches deep to be located on the left side with the opening $2\frac{1}{2}$ inches from seam. Inside pencil pocket to be located on left side $1\frac{1}{4}$ inches from seam.

3.

BREECHES

MATERIAL:

Charlottesville 2372 Blue Worsted Elastique 19-20 oz.

STYLE AND CONSTRUCTION:

To be cut semi-mounted style with modified full peg. Bottoms to be made zippered, buttoned or lace and buttoned. Seat and knee self-reinforced. Knee reinforcement to run $2\frac{1}{2}$ inches past inside seam and sewed to outside seam and to be stitched from one inch above knee to bottom. Seat reinforcement to be full size. To be made with either one or two watch, two side, two hip and two club pockets. Side pockets to be semi-corner style, leather piped with leather crows on each end. Hip pockets to

P. O. NO. 5:

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June 20, 1955

BREECHES (Cont'd)

have flaps with button and buttonhole and bar tacked. Pocket lining to be made from heavy canvas. The outside edge of each club pocket opening to be $3\frac{1}{2}$ inches directly below the outside edge of each respective hip pocket. Club pockets to have a minimum of $8\frac{1}{2}$ inches in depth. Waist band to be two inches wide and to have seven tunnel loops. Club pockets to be leather piped with leather crows on each end.

NOTE: Each pair of breeches must bear a cloth label guaranteeing genuineness of the material used as follows:
"We guarantee this cloth to be genuine Charlottesville 2372."

The fly shall have a Talon or comparable zipper and an anchor button in addition to the regulation top button.

SLACKSMATERIAL:

Charlottesville 2372 Blue Worsted Elastique 19-20 oz.

STYLE AND CONSTRUCTION:

To be made with either one or two watch, two side, two hip and two club pockets. Hip pockets to have flaps with button and buttonhole, right hip pocket to be $8\frac{1}{2}$ inches in depth and 6 inches in width. The outside of each club pocket opening to be $3\frac{1}{2}$ inches below the outside edge of each respective hip pocket, $1\frac{1}{2}$ inches to the rear of the outside leg seam. Club pockets to have a minimum of $8\frac{1}{2}$ inches in depth. Waist band to be two inches wide and to have seven tunnel loops. All outside seams to be $\frac{1}{4}$ inch welt seams. All pockets to be heavily bar-tacked. Bottoms to be hollowed in front to allow the trousers to rest properly on shoe. Slacks to be plain bottom, no cuff. The approximate dimensions of trousers, to be graded from a size 32 inch waist and 32 inch in seams, are to be 21 knee and 19 bottom. To be made with heel stays front and back. All pockets to be made of good grade heavy drill.

NOTE: Each pair of uniform slacks must bear a cloth label guaranteeing the genuineness of the material used as follows: "We guarantee this cloth to be genuine Charlottesville 2372."

The fly shall have a Talon or comparable zipper and an anchor button in addition to the regulation top button.

SHIRT (Regulation)MATERIAL:

Fabric to be good quality:

Wool - Tropical Worsted

All fabric to be fast color, commercially known as Indigo Blue.

WORKMANSHIP:

Buttons to be two-hole--18 ligne on the box pleat, pocket flaps and shoulder straps, 20 line on the cuffs. Buttons are to be black and of good quality ocean pearl. Shirts to be made in a workmanlike manner; to show no raw edges, defective stitching or material in any part of the garment.

SHIRT (Regulation) Cont'dCOLLAR:

To be of the semidress type and to consist of two pieces--collar top and band. Collar top to be curved over the shoulder, points to measure from 3 to $3\frac{1}{2}$ inches, finished, and height of neck band to be in proportion to the build of the individual. The neck band is to end on the box pleat without any extension; collar to be stitched all around $\frac{1}{4}$ inch from edge. One horizontal buttonhole in neck band, outer end of buttonhole to extend $\frac{1}{8}$ inch over the center of box pleat. Button to be placed correspondingly on right side.

FRONT:

To be coat style. Button side to be reinforced with a double strip hemmed into front and finishing $\frac{13}{16}$ inch wide, including the hem. Reinforcing strip to be clean finished at button and to run $2\frac{1}{2}$ inches below the last button on bottom of button stand. Buttonhole side to be made with a box pleat $1\text{-}\frac{3}{8}$ inches wide finished and to run entire length of shirt, the facing to be made by extending the front itself. To be single stitched $\frac{5}{16}$ inch from edges. To have a minimum of five vertical buttonholes exclusive of band buttonholes. Buttonholes to be spaced $3\text{-}\frac{3}{4}$ inches on centers. Buttons to be placed correspondingly on right side.

SHOULDER STRAPS:

To be of two thicknesses of the same material as shirt, single stitched around edges. Straps should finish $1\frac{1}{2}$ inches wide at the narrow end and $2\frac{1}{2}$ inches at the wide end. Center of straps to run to top of shoulder and fastened by a cross stitching and on the edges about $2\text{-}\frac{5}{8}$ inches from sleeve seam. All straps to start from sleeve seam and to run within $\frac{1}{2}$ inch of collar band. Button hole at top end to button over a button on shoulder.

SLEEVES:

Cuffs to be $2\text{-}\frac{3}{4}$ inches deep with finished lengths as follows:

<u>Size</u>	<u>Length</u>
13 $\frac{1}{2}$	9 inches
14.....	$9\frac{1}{2}$ inches
14 $\frac{1}{2}$	$9\frac{1}{2}$ "
15.....	$9\frac{3}{4}$ "
15 $\frac{1}{2}$	10 "
16.....	$10\frac{1}{4}$ "
16 $\frac{1}{2}$	$10\frac{1}{2}$ "
17.....	$10\frac{3}{4}$ "
17 $\frac{1}{2}$	11 "
18.....	$11\frac{1}{2}$ "

To be cut with round corners, single stitched $\frac{1}{4}$ inch from edge. Cuffs to have two button holes with buttons to be placed correspondingly. Opening of sleeve to be five inches and faced on both sides with a double thickness of continuous cloth of same material as the shirt and to be $\frac{3}{4}$ inch wide when finished and have button and buttonhole in center in line with cuff buttons.

SHIRT (Regulation) (Cont'd)POCKETS:

To have two outside patch pockets, to be six inches wide and $6\frac{1}{2}$ inches deep, with hexagon corners on bottom. The top of the pocket is to be turned back deep enough to make a double thickness for the flap button. Top corners of pockets to be secured with box stays. Pockets to have three cornered flaps finishing six inches wide $2\text{-}3\frac{1}{4}$ inches deep at points attached to shirt so that a space $\frac{3}{8}$ inch will be left between the bottom stitching of the flap and the top of the pocket. Flaps are to be stitched to shirt with a double row of stitching $\frac{1}{4}$ inch wide and securely stayed at corners. Single stitch all other parts of pockets and flaps. Pocket on left side is to have a pencil pocket stitched two inches from box pleat side of pocket. An opening of corresponding width is to be left in the flap on the left hand pocket, over the pencil pocket so that a pencil may be slid through the pocket flap into the pencil pocket.

BADGE HOLDER:

To be of two thicknesses of the same material as shirt, finished measurement two inches long, $\frac{3}{4}$ inch wide, single stitched around edges, attached to shirt over center of left pocket, top of badge holder to be $2\frac{1}{2}$ inches from top of flap. Badge holder to be fitted with two black metal eyelets to be placed $1\text{-}1\frac{1}{8}$ inches center to center. Top eyelet to be $\frac{1}{4}$ inch from top of badge holder.

HEMMING:

Bottom of front and back to be hemmed and a gusset or reinforcing piece provided at the bottom of the side seam.

STITCHING:

All stitching to be done with lock-stitch or double-locked chain stitch machine. Collars and bands stitched not less than 18 stitches to the inch. Pockets, flaps, box pleats and cuffs not less than 17, all other stitching not less than 15.

LININGS:

All linings to be good quality, nonshrinking.

THREAD:

Thread shall be silk and of a color to match shirt material.

MEASUREMENTS:

Body measurements should not be less than the following:

Neck size	$13\frac{1}{2}$	14	$14\frac{1}{2}$	15	$15\frac{1}{2}$	16	$16\frac{1}{2}$	17	$17\frac{1}{2}$	18
Breast	42	43	44	45	$47\frac{1}{2}$	49	51	53	$55\frac{1}{2}$	$55\frac{1}{2}$
Body Length	$31\frac{1}{2}$	32	33	33	$33\frac{1}{2}$	$33\frac{1}{2}$	34	34	$34\frac{1}{2}$	$34\frac{1}{2}$

Above are finished measurements.

Bodies are to be shaped at the waist line not to exceed two inches on each side.

6. At a meeting of the Police Commission held on Tuesday, April 26, 1955, the following resolutions were adopted:

b. UNIFORM SPECIFICATIONS - AMENDED:

RESOLVED, that the specifications for uniforms for members of the Traffic Bureau (Fixed Post, Accident Prevention Bureau, Solo Motorcycle and Three Wheel Motorcycle) be, and they are hereby amended to include the following:

SHOULDER PATCH:

That Sketch #70089 of Lion Brothers Company, Inc., together with the following specifications be adopted as the shoulder patch:

- (1) Embroidery to consist of black, dark gold 224 orange (tan), light brown, Spanish red, and national blue as per sample threads furnished.
- (2) Background material to be Lion Brothers royal blue cotton twill.
- (3) Emblem to be solid embroidered and to be finished with Lion Brothers special edging.
- (4) Emblem to be certified washable by American Institute of Laundering.
- (5) Corrections in sketch:
 - (a) Wing on left side of sketch (right side of bird) to be of same shape as the other wing and the same distance below the "S" in San as the other wing is below the "O" in Francisco.
 - (b) En and Guerra are two separate words and should be separated.

AYES: Commissioners Kohnke, Walsh.
ABSENT: Commissioner Maginn

7. At a meeting of the Police Commission held on Tuesday, June 7, 1955, the following proceedings were had:

UNIFORM SPECIFICATIONS - AMENDED:

RESOLVED, that the specifications for uniforms for members of the Traffic Bureau (fixed post, accident prevention bureau, solo motorcycle and three wheel motorcycle) be, and the same are hereby amended to read as per the specifications submitted; and be it further

RESOLVED, that these specifications shall become effective as soon as possible for members of the fixed post detail and by April 1, 1956, for other members of the Traffic Bureau.

AYES: Commissioners Kohnke, Walsh,
Maginn.

8. MAINTENANCE OF UNIFORMS AND EQUIPMENT:

All uniforms and equipment shall be maintained in a clean, serviceable condition and shall be ready at all times for immediate use.

LEATHER EQUIPMENT MAINTENANCE:

Leather equipment shall be kept dyed and shined and shall be replaced when cracked, checked or worn out.

MIXED CLOTHING:

Officers shall wear only the uniform specified for their particular rank and assignment. Civilian clothing shall not be worn with any distinguishable part of the uniform when in public view.

JEWELRY:

No jewelry or personal ornaments shall be affixed to any part of the uniform or equipment, except those authorized by these regulations.

WHO SHALL WEAR UNIFORM:

All officers, unless excused by the Director of Traffic and regardless of rank, shall wear the prescribed uniform and personal equipment during their tour of duty.

DIRECTOR'S APPRAISAL:

Officers shall submit new articles of uniform and equipment to the Director of Traffic who will determine by inspection whether the articles meet Department specifications and are properly fitted.

LEATHER GOODS SPECIFICATIONS:

All stitching on leather equipment shall be done with hot waxed Irish linen thread which shall be lockstitched with eight stitches per inch. Six cord thread shall be used for the top and five cord thread for the bottom. The leather goods shall be hand basket stamped and shall be dyed with Fiebings black dye. Hardware shall be the solid bronze. Sam Browne Belt shall be made of 10 or 11 oz. Oak Tanned Steerhide 2½ inches wide and shall be without shoulder strap loop holders. The following equipment shall be worn in conjunction with the Sam Browne belt; Holster, handcuff case, cartridge case, belt slide loops and uniform belt. Key holder may also be worn.

HOLSTER:

Leather for holster shall be of 8 to 9 oz. Oak Tanned Steerhide. Holsters shall be Clamshell type which must conform in color and leather design with Sam Browne belt. Holsters shall be fastened with swivel to extension strap not less than three inches nor more than four inches below belt. Holsters shall be for 6" barrel guns. Revolvers with 4" to 6" barrels will fit these holsters. Revolver grips may be of plastic, rubber or wood and shall be dark in color. Light colored grips shall not be permitted.

MAINTENANCE OF UNIFORMS AND EQUIPMENT: (Cont'd)

HANDCUFF CASE:

The handcuff case shall be made of 7 - 8 oz. Oak tanned Steerhide molded to fit the regulation handcuff. Back loop shall be $2\frac{1}{2}$ inches wide at the top and $1\frac{3}{4}$ inches wide at the bottom which shall be rounded. The loop shall be sewed to the back of the case with no open-end stitching. The case shall be provided with the prescribed snap fastener. The handcuff case shall be worn centered over the hip pocket on the side opposite the holster.

HANDCUFFS:

Regulation handcuffs shall be carried and shall be carried in the handcuff case.

CARTRIDGE CASE:

The cartridge case shall be of the standard type (not hinged) and shall be made of eight ounce Oak Tanned Steerhide. It shall have two molded sections. The inside of each section shall be three inches in length, $1\frac{5}{8}$ inches wide, and five-eighths inch deep. The back section shall be made with two rounded flaps to cover both front sections and with prescribed snap fasteners on the outside bottom. Shall be worn with the opening at the bottom. It shall be so constructed that a pull on one of the flaps will permit loose shells to drop into the hand.

The cartridge case shall be worn on the side opposite the holster.

RESERVE AMMUNITION:

Twelve rounds of reserve ammunition shall be carried in the cartridge case.

KEY HOLDER: (OPTIONAL)

The key holder shall be made of six to seven-ounce Oak Tanned Steerhide, three-fourths inch wide, $4\frac{1}{2}$ inches long made up, and with a three-fourths inch snap.

The key holder, is worn on the side opposite the holster, approximately equidistant between the handcuff and cartridge case s. A key ring shall be carried on the key holder. A whistle, call boxkey and handcuff key (s) shall be carried on the ring. In addition, no more than two other keys may be carried on the key holder at the option of the individual officer.

KEY RING:

The key ring shall be a plain metal, split-ring type, not over $1\frac{1}{2}$ inches in diameter.

P. O. NO. 5: - - - - - Page -9- (Cont'd) - - - June 20, 1955 - - -

MAINTENANCE OF UNIFORMS AND EQUIPMENT: (Cont'd)

BELT SLIDE LOOPS:

Belt slide loops shall be made of six to seven ounce Oak Tanned Steerhide. They shall be $6\frac{3}{4}$ inches long, and three-fourths inch wide made up. The snap fastener button top and socket piece on three of the loops shall be set $5\frac{3}{8}$ inches between centers, equally spaced from the ends. The button top and socket piece on the fourth loop shall be set $5\frac{3}{4}$ inches from center to center, equally spaced from the ends. Four belt slide loops shall be used to keep the Sam Browne belt in place. The loops should be proportionately spaced, with two loops worn in front and two loops worn in back.

UNIFORM BELT FOR USE WITH SLACKS AND BREECHES:

The uniform belt shall be black leather, not less than 1 inch wide with plain yellow buckle. The leather shall be plain and without design. The prescribed uniform belt shall be worn under the Sam Browne belt. Such uniform belt shall be adjusted so that no part other than the top edge is visible.

OFFICE WEAR:

Uniformed officers detailed to station or office duty wherein the Sam Browne equipment is not worn shall wear the prescribed trousers belt.

UNIFORM FOOTWEAR:

SOCKS: Socks shall be solid black or midnight-blue in color and without fancy design. A white-foot type may be worn provided that none of the white shows over the top of the shoe.

SHOES:

Shoes shall be center-laced style, smooth finish, solid black in color. They may be either low or high cut with a military or plain tip toe. Die work or other ornamentation, western style, or crepe soled shoes shall not be permitted.

BOOTS:

Solo and Three Wheel Motorcycle Officers' boots shall be of smooth finish black leather, with a military or plain tip toe. HEIGHT: The boots shall be not less than eighteen inches nor more than twenty inches in height.

NECKWEAR:

Ties shall be plain black four-in-hand.

TIE CLASP:

A tie clasp may be worn. The tie clasp shall be a plain golden colored restraining clip or chain. No appendage to the clip or chain shall be worn.

MAINTENANCE OF UNIFORMS AND EQUIPMENT: (Cont'd)INSIGNIA OF RANK:DIRECTOR OF TRAFFIC:UNIFORM JACKET:

The Director's rank insignia.

A yellow metal spread eagle approximately $\frac{3}{4}$ inch in height and $1\frac{1}{2}$ inches between tips or wings. To be worn with head up, beak to the front, with talons of eagle $\frac{3}{4}$ inch from shoulder seam.

SHIRT:

A yellow metal spread eagle approximately $\frac{1}{2}$ inch in height and one inch between tips of wings. To be worn on each side of collar with head up, beak to the front, with nearest tip $\frac{3}{4}$ inch from collar flap front, midway between top and bottom of collar flap.

CAPTAIN OF TRAFFIC:UNIFORM JACKET:

The Captain's rank insignia, worn on the uniform jacket, shall be two plain, flat, yellow bars three-eighths inches wide and one inch long joined by a small wire at each end. The bars shall be set one-fourth inch apart and shall be equipped with a pin and safety catch. To be placed on each shoulder strap $\frac{3}{4}$ inch from and parallel to shoulder seam of garment.

UNIFORM SHIRT:

The Captain's rank insignia, worn on the uniform shirt, shall be two plain, flat, yellow metal bars one-fourth inch wide and three-fourths inch long joined by a small wire at each end. The bars shall be set one-fourth inch apart. To be placed on each side of collar $\frac{3}{4}$ inch from and parallel with inside edge of collar, midway between top and bottom of collar flap.

LIEUTENANT:UNIFORM JACKET.

The Lieutenant's rank insignia, worn on the uniform jacket, shall be one plain flat yellow metal bar $\frac{3}{8}$ inch wide and one inch long. To be placed on each shoulder strap $\frac{3}{4}$ inch from and parallel to shoulder seam of garment. Shall be equipped with a pin and safety catch.

UNIFORM SHIRT:

The Lieutenant's rank insignia, worn on the uniform shirt, shall be a single, plain, flat, yellow metal bar one-fourth inch wide and three-fourths inch long. To be placed on each side of collar $\frac{3}{4}$ inch from and parallel with inside edge of collar, midway between top and bottom of collar flap.

SERGEANT:

Sergeant's chevrons will be worn on each sleeve of the uniform shirt and jacket worn by Sergeants. The top point of the chevron shall be placed one-fourth inch below the bottom of the division emblem (wheel) or three-fourths inch below bottom point of traffic bureau emblem where no division emblem is prescribed. Chevrons shall conform to the specifications for the regulation Highway Patrol chevrons.

MAINTENANCE OF UNIFORMS AND EQUIPMENT (Cont'd)SERGEANT (Cont'd)Description:

The chevron is to be three (3) inches high and 2-3/4 inches wide, and to be in two colars of embroidery. The main portion of the chevron is to be blue bordered with gold. Blue to be exactly the same as O63 Royal and Gold to be exactly the same as O107 gold as indicated in Rice's Braids and Quality color chart. Colors are to be fast. The above chevron is to be mounted on a background of navy blue cloth with 1/8 inch edge around the complete chevron.

MATERIAL:

Thread used throughout (bobbin thread excepted) shall be first quality rayon.

Description: Schiffli, three cord, left twist, smooth, well-twisted and shall stand a practical test on machines for working qualities.

SIZE: 150/2

The bobbin cotton is to be size 60/2 ply, long staple Comb Sea Island with average tensible strength two pounds.

CLOTH BACKGROUND:

The cloth background is to be dyed in the wool, Navy Blue, fast color to all washing: It is to be of virgin wool and 16 ounces in weight. Youlin 5860/1 or equal.

BUCKRAM BACKING:

This must be absolutely fast color and stand boiling without affecting.

STITCHES:

Background: Each individual chevron is to contain five thousand seven hundred and sixty (5,760) stitches, each stitch being estimated as two movements.

Percentage of Bobbin Cotton.

The percentage of bobbin cotton against the rayon shall not be in excess of ten per cent (10%).

WORKMANSHIP:

The workmanship must be of the highest standard even to the smallest detail. All stitches must be drawn close to the bobbin and every precaution exerted to insure a clear sharp reproduction of the chevron in every detail.

INSIGNIA. TRAFFIC BUREAU EMBLEM. (SHOULDER PATCH)

To be placed on both sleeves of the jacket, and shirt, with the top of the patch 1/2 inch below the sleeve-head seam. To be sewed on garment with black thread, not cross stitched.

SPECIFICATIONS:

The Traffic Bureau Emblem shall conform to specifications as adopted by the Police Commission on Tuesday, April 26, 1955 and outlined in P. O. No. 3 of 4-28-55.

MAINTENANCE OF UNIFORMS AND EQUIPMENT (Cont'd)SOLO MOTORCYCLE DIVISION EMBLEM:

This emblem shall be worn on each sleeve of the uniform jacket and uniform shirt between the elbow and the shoulder, one-fourth inch below the downward point of the Traffic Bureau emblem.

SPECIFICATIONS:

This emblem shall consist of a golden colored silk thread eight-spoked wheel, seven eighths inch in outside diameter, and with a horizontal arrow $1\frac{3}{4}$ inches long and one-eighth inch wide through the center of the wheel.

ACCIDENT INVESTIGATION DIVISION EMBLEM:

This emblem shall be worn on each sleeve of the uniform jacket and uniform shirt between the elbow and shoulder, one-fourth inch below the downward point of the Traffic Bureau emblem.

SPECIFICATIONS:

The emblem shall consist of a golden colored silk thread, eight spoked wheel with double flying wings. The wheel shall be seven-eighths inch in outside diameter. The top pinion of the wings shall be thirteen-sixteenths inch in length.

FIXED POST AND THREE-WHEEL MOTORCYCLE EMBLEM:

This emblem shall be worn on each sleeve of the uniform and uniform shirt between the elbow and shoulder, and one-fourth inch below the downward point of the Traffic Bureau emblem.

SPECIFICATIONS:

The emblem shall consist of a golden colored silk thread, eight-spoked wheel, seven-eighths inch in outside diameter.

INSIGNIA OF RANK:INSPECTOR, SCHOOL TRAFFIC PATROLUNIFORM JACKET:

The Inspector's rank insignia, worn on the uniform jacket, shall be one plain flat yellow metal bar $\frac{3}{8}$ inch wide and one inch long with a $\frac{1}{8}$ " blue band across center of bar. To be placed on each shoulder strap $\frac{3}{4}$ inch from and parallel to shoulder seam of garment. Shall be equipped with a pin and safety catch.

UNIFORM SHIRT:

The Inspector's rank insignia, worn on the uniform shirt, shall be a single, plain, flat, yellow metal bar one-fourth inch wide and three-fourths inch long with a $\frac{1}{16}$ " blue band across center of the bar. To be placed on each side of collar $\frac{3}{4}$ inch from and parallel with inside edge of collar, midway between top and bottom of collar flap.

P. O. NO. 5: - - - - - Page 13 - - - - - June 20, 1955 - - -

MAINTENANCE OR UNIFORMS AND EQUIPMENT (Cont'd)

INSPECTOR SCHOOL TRAFFIC CONTROL (Cont'd)

TRAFFIC OFFICER'S CAP:

Style:

Eight (8) point police, with removable top.

Cap Top:

Shall be made of heavy weight 100% white dacron sharkskin. The band to be made of heavy weight black nylon taffeta. The top shall be full cut, measuring eleven inches (11") from front to back and eleven inches (11") across, at points. The band shall measure one and five eighths inches (1-5/8") wide and shall be made of double thickness of the black nylon taffeta.

Frames:

The frame shall be made of two inch (2") genuine closed cane, covered with white silicia. Bottom of frame shall be covered with one and three quarters (1-3/4") of black serge, finished with a welt to support the cover. The front stay shall be made of white leatherette and hair cloth with one half (1/2") steel wire for support. There shall be a half inch (1/2") white twin wire steel grommet and the grommet shall be stitched to the stay. The front stay shall have a definite forward tilt.

SWEATBAND:

Shall be genuine leather one and seven eighths inches (1-7/8") wide, band sewn six and a half (6 1/2) to seven (7) stitches per inch. Shall be a circular celluloid protector approximately nine and one half inches (9 1/2") in diameter inserted in the cap.

VISOR:

Shall be a forty-five (45) degree angle, made of black patent leather.

Cap shall be equipped with regulation San Francisco Police screw type buttons. Cap shall be equipped with one half (1/2") black patent leather sliding double chin strap.

GEORGE M. HEALY
ACTING CHIEF OF POLICE

P. O. NO. 5:
6-20-55

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Tuesday, July 26, 1955

PERMANENT ORDER NO. 6:

1. Effective this date there is formed within this Department a PLANNING and RESEARCH UNIT.

- a. DUTIES:

This unit shall investigate and report on all procedures currently practiced by this Department. They shall formulate plans and procedures tending to the facilitation of the Department's objectives. They shall after careful perusal and study, recommend procedural policies and procedures which may either amend, modify, extend or eliminate present operating procedures.

- b. COOPERATION:

From time to time, as a definite part of their assignment, it shall be necessary for members of this PLANNING AND RESEARCH UNIT to visit various stations and Bureaus within this Department. All possible cooperation shall be afforded to members of this Unit while on such assignment.

GEORGE M. HEALY
ACTING CHIEF OF POLICE

P. O. NO. 6:
7-26-55

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 7:

San Francisco, California
Tuesday, August 2, 1955

1. At a meeting of the Police Commission held on Thursday, July 28, 1955, the following resolution was adopted:

RULES AND REGULATIONS:

RESOLVED, that Rule 66 of the Rules and Regulations of the San Francisco Police Department, reading as follows, be and the same is hereby repealed:

"Shall assign the Department Criminologist in charge of the Identification Division, consisting of Bureau of Identification, Photographic and Fingerprint Sections, and Crime Laboratory. Said Department Criminologist shall be known by title of "Director".

AYES: Commissioners Kohnke, Maginn, Walsh.

GEORGE M. HEALY
ACTING CHIEF OF POLICE

P. O. NO. 7:
8-2-55

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 8:

San Francisco, California
Wednesday, August 3, 1955

1. Effective at 8:00 a.m., Monday, August 8, 1955, the unit of the Department known as the "Chinatown Squad" is hereby abolished. The policing duties and patrol responsibilities are placed under the jurisdiction and supervision of the Commanding Officer of the Central Police District.
2. The Supervising Captain and Commanding Officer of the Central Police District shall designate the foot patrol beats that will be required during the various watches.
3. The Commanding Officer of the Bureau of Special Services shall issue orders to members of his unit instructing them that attention shall be given by them for Vice Violations which may occur in the Chinatown Area.

GEORGE M. HEALY
ACTING CHIEF OF POLICE

P. O. NO. 8:
8-3-55

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
TUESDAY, January 3, 1956

PERMANENT ORDER NO. 1:

1. Effective at 8 a.m., Thursday, January 5, 1956 the Police District Boundaries shall be revised as follows, All reports, records, etc. shall be filled out accordingly.

REVISED POLICE DISTRICT BOUNDARIES

Co. "A" Central District

Beginning at the intersection of the prolongation of the center line of Leavenworth Street and the waters of the San Francisco Bay; thence easterly and southerly along the waters of the San Francisco Bay to the intersection of the prolongation of the southern boundary of the Union Depot (Ferry Building); thence southwesterly along the prolongation of the southern boundary of the Union Depot to the center line of the Embarcadero; thence northwesterly along the center line of the Embarcadero to the center line of Market Street; thence southwesterly along the center line of Market Street to the center line of Leavenworth Street; thence northerly along the center line of Leavenworth Street to the point of commencement.

Co. "B" Southern District

Beginning at the intersection of the center line of Eleventh Street and the center line of Market Street; thence northeasterly along the center line of Market Street to the center line of the Embarcadero; thence southeasterly along the center line of the Embarcadero to the intersection with the prolongation of the southern boundary of the Union Depot; thence northeasterly along the prolongation of the southern boundary of the Union Depot to the waters of the San Francisco Bay; thence southerly along the waters of the San Francisco Bay to the intersection with the center line of Sixteenth Street; thence westerly along the center line of Sixteenth Street to the center line of Vermont Street; thence northerly along the center line of Vermont Street to the center line of Division Street; thence westerly along the center line of Division Street to the center line of Eleventh Street; thence northwesterly along the center line of Eleventh Street to the point of commencement.

Co. "C" Potrero District

Beginning at the intersection of the center lines of Sixteenth Street and the waters of the San Francisco Bay; thence southerly along the waters of the San Francisco Bay to the intersection with the San Mateo County Line; thence westerly along the San Mateo County Line to the intersection with the center line of Cordova Street; thence northwesterly along the center line of Cordova Street to the center line of Naples Street; thence northeasterly along the center line of Naples Street to the center line of Silver Avenue; thence easterly along the center line of Silver Avenue to the center line of Bowdoin Street; thence northerly along the center line of Bowdoin Street to the center line of Alemany Blvd.; thence northeasterly along the center line of Alemany Blvd. to the West line of the James Lick Memorial Freeway; thence northerly and easterly along the west line of the Freeway to the center line of Sixteenth Street; thence easterly along the center line of Sixteenth Street to the waters of the San Francisco Bay and the point of commencement.

Co. "D" Mission District

Beginning at the intersection of the center line of Eleventh Street and the center line of Market Street; thence southerly along the center line of Eleventh Street to the center line of Division Street; thence easterly along the center line of Division Street to the center line of Vermont Street; thence southerly along the center line of Vermont Street to the center line of Sixteenth Street; thence easterly along the center line of Sixteenth Street to the west boundary of the James Lick Memorial Freeway; thence southerly along the west boundary of the James Lick Memorial Freeway to the center line of Army Street; thence westerly along the center line of Army Street and its prolongation to the center line of Portola Drive; thence westerly along the center line of Portola Drive to the center line of Twin Peaks Blvd.; thence northerly along the center line of Twin Peaks Blvd. to the center line of Clayton Street; thence northeasterly along the center line of Clayton Street to the center line of the prolongation of Upper Terrace; thence northeasterly along the center line of Upper Terrace to the center line of Buena Vista Avenue East; thence northeasterly along the center line of Buena Vista Avenue East to the center line of Duboce Avenue; thence easterly along the center line of Duboce Avenue to the center line of Market Street; thence northeasterly along the center line of Market Street to the center line of Eleventh Street and the point of commencement.

Co. "E" Northern District

Beginning at the point where the center line of Leavenworth Street intersects the center line of Market Street; thence southwesterly along the center line of Market Street to the center line of Duboce Avenue; thence westerly along the center line of Duboce Avenue to the center line of Steiner Street; thence northerly along the center line of Steiner Street to the center line of Broadway; thence westerly along the center line of Broadway to the east boundary of the Military Reservation; thence northerly along the east boundary of the Military Reservation (including the semi-circular drive to the west of the Palace of Fine Arts) to the waters of the San Francisco Bay; thence easterly along the waters of the San Francisco Bay to the intersection with the prolongation of the center line of Leavenworth Street; thence southerly along the center line of Leavenworth Street to the center line of Market Street and the point of commencement.

Co. "F" Park District

Beginning at the intersection of the center line of Steiner Street and the center line of Duboce Avenue; thence westerly along the center line of Duboce Avenue to the center line of Buena Vista Avenue East; thence southwesterly along the center line of Buena Vista Avenue East to the center line of Upper Terrace; thence southwesterly along the center line of Upper Terrace and its prolongation to the center line of Clayton Street; thence southerly along the center line of Clayton Street to the center line of Twin Peaks Blvd; thence southerly along the center line of Twin Peaks Blvd. to the center line of Portola Drive; thence southwesterly along the center line of Portola Drive to the center line of Woodside Avenue; thence westerly along the center line of Woodside Avenue (excluding the Youth Guidance Center) to the center line of Laguna Honda Blvd.; thence northwesterly along the center line of Laguna Honda Blvd. and Seventh Avenue to the center line of Lincoln Way; thence easterly along the center line of Lincoln Way to the center line of Kezar Drive; thence northerly along the center line of Kezar Drive to the center line of South Drive; thence westerly along the center line of South Drive to the center line of Bowling Green Road; thence northerly along the center line of Bowling Green Road to the center line of Main Drive; thence westerly along the center line of Main Drive to the center line of North Ridge Drive; thence northerly along the center line of North Ridge

Revised Police District Boundaries (cont.)Co. "F" Park District (cont.)

Drive to the center line of Arguello Blvd. Road; thence northerly along the center line of Arguello Blvd. Road to the center line of Fulton Street; thence easterly along the center line of Fulton Street to the center line of Masonic Avenue; thence northerly along the center line of Masonic Avenue to the center line of Geary Blvd.; thence easterly along the center line of Geary Blvd. to the center line of Presidio Avenue; thence northerly along the center line Presidio Avenue to its intersection with the south boundary of the Military Reservation (Pacific Avenue); thence easterly along the south boundary of the Military Reservation to the east boundary of the Military Reservation (Lyon Street); thence northerly along the east boundary of the Military Reservation to the center line of Broadway; thence easterly along the center line Broadway to the center line of Steiner Street; thence southerly along the center line of Steiner Street to the center line of Duboce Avenue and the point of commencement.

Co. "G" Richmond District

Beginning at a point where the center line of Arguello Blvd. intersects with the center line of Fulton Street; thence easterly along the center line of Fulton Street to the center line of Masonic Avenue; thence northerly along the center line of Masonic Avenue to the center line of Geary Blvd; thence easterly along the center line of Geary Blvd. to the center line of Presidio Ave; then northerly along the center line of Presidio Ave. to the south boundary of the Military Reservation; then westerly along the south line of the Military Reservation to the Pacific Ocean; then westerly and southerly along the shoreline of the Pacific Ocean to a point where said Shoreline intersects the prolongation of the center line of Lincoln Way; thence easterly along the center line of Lincoln Way to the center line of Kezar Drive at Third Ave; thence northerly along the center line of Kezar Drive to the center line of South Drive; thence westerly along the center line of South Drive to the center line of Bowling Green Road; thence northerly along the center line of Bowling Green Road to the center line of Main Drive; thence northerly along the center line of Main Drive to the center line of North Ridge Drive; thence northerly along the center line of North Ridge Drive to the center line of Arguello Blvd. Road; thence northerly along the center line of Arguello Blvd. Road to the center line of Arguello Boulevard at Fulton Street and the point of commencement.

Co. "H" Ingleside District

Beginning at a point where the center line of Alabama Street intersects the center line of Army Street; thence westerly along the center line of Army Street to the center line of Portola Drive; thence westerly along the center line of Portola Drive to the center line of Junipero Serra Blvd; thence southerly along the center line of Junipero Serra Blvd. to the San Mateo County Line; thence easterly along the San Mateo County Line to the center line of Cordova Street; thence northwesterly along the center line of Cordova Street to the center line of Naples Street; thence northeasterly along the center line of Naples Street to the center line of Silver Avenue; thence easterly along the center line of Silver Avenue to the center line of Bowdoin Street; thence northerly along the center line of Bowdoin Street to the center line of Alemany Blvd; thence northeasterly along the center line of Alemany Blvd. to the west boundary of the James Lick Memorial Freeway; thence northeasterly along the west boundary of the Freeway to the center line of Army Street; thence westerly along the center line of Army Street to the center line of Alabama Street to the point of commencement.

Revised Police District Boundaries (cont.)

Co. "I" Taraval District

Beginning at a point where the center line of Junipero Serra Blvd. intersects the San Mateo County Line northerly along the center line of Junipero Serra Blvd. to the center line of Portola Drive; thence northeasterly along the center line of Portola Drive to the center line of Woodside Avenue; thence northwesterly along the center line of Woodside Avenue (Co. I to include the Youth Guidance Center) to the center line of Laguna Honda Blvd; thence northwesterly and northerly along the center line of Laguna Honda Blvd. and Seventh Avenue to the center line of Lincoln Way; thence westerly along the center line of Lincoln Way to the Pacific Ocean; thence southerly along the Shore Line of the Pacific Ocean to the point where the Shore Line intersects the San Mateo County Line; thence easterly along the San Mateo County Line to the center line of Junipero Serra Blvd and the point of commencement.

GEORGE M. HEALY
CHIEF OF POLICE

P. O. NO. 1:
1-3-56

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
MONDAY, January 16, 1956

PERMANENT ORDER NO. 2:

1. At a meeting of the Police Commission held on TUESDAY, January 10, 1956, the following resolution was adopted:

REGULAR MEETING OF POLICE COMMISSION - CHANGING TIME THEREOF:

RESOLVED, that commencing January 17, 1956, the regular meetings of the Police Commission will hereafter be held every TUESDAY at 1:30 p.m., in Room 102, Hall of Justice; should any Tuesday be declared a legal holiday, the meeting will be held on the next following working day at the same time and place.

AYES: Commissioners Bissinger, Mellon
McKinnon

GEORGE M. HEALY
CHIEF OF POLICE

P. O. NO. 2:
1-16-56

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICESan Francisco, California
FRIDAY, March 2, 1956PERMANENT ORDER NO. 3:

1. At a meeting of the Police Commission held on Tuesday, February 28, 1956, the following proceedings were had:

UNIFORM REGULATIONS:

RESOLVED, that the request of Rangemaster James H. Martin that uniform regulations for members assigned to the Police Range be amended to read as follows; be and the same are hereby approved:

SHIRT: Sun Tan wool gaberdine or cotton regulation California Highway Patrol with shoulder straps, patch pockets, badge holder.

TIE: Black, four in hand style.

AYES: Commissioners McKinnon, Mellon (Comm. Bissinger absent)

FRANCIS J. AHERN
CHIEF OF POLICE

P. O. NO. 3:
3-2-56

PERMANENT ORDER NO. 4:

San Francisco, California
MONDAY, April 2, 1956

UNIFORM SPECIFICATIONS AMENDED

1. RESOLVED, that the specifications for uniforms and equipment for members of the San Francisco Police Department be, and the same are hereby amended to read as follows; and be it further

RESOLVED, that these specifications shall become effective immediately upon adoption by the Police Commission and no other type of uniform or equipment shall be worn by members of the department after 8:00 a.m., April 1, 1957; and be it further

RESOLVED, that members of the department assigned to the Traffic Bureau (Fixed Post Detail) shall on or before June 1, 1956, while on duty wear the following uniform equipment prescribed in these specifications: regulation uniform cap with a cap top made of heavy weight 100% WHITE dacron sharkskin and WHITE gloves (See items 6 and 16).

AYES: Commissioners Bissinger, McKinnon, Mellon

UNIFORM SPECIFICATIONS

2. MATERIAL Official uniform coats, trousers and breeches shall be made of Charlottesville 2372 Blue Worsted Elastique 19-20 oz. Each garment must bear a cloth label guaranteeing the genuineness of the material used as follows: "We guarantee this cloth to be genuine Charlottesville 2372."

3. DRESS COAT FOR CHIEF AND DEPUTY CHIEF

STYLE Double-breasted, four-piece four button sack, made with 10 inch vent in center seam of back.

LENGTH To be such that it falls not less than 2 nor more than 4 inches below the seat (or top inside) seam of trousers.

Facings Same material as coat, cut in one piece, not less than 4 inches at bottom. Seams to be plain and either tape or turned in.

Bottom and Pares Bottom or coat, plain. Edges double stitched, 3/8 inch.

Fronts Made up with hair cloth and lined.

COLLAR Same material. Moderately peaked lapel.

Buttons Four 36-ligne regulation police buttons on each side. The buttons on left breast to be sunk and securely fastened. Distance across from center to center, 5 inches. Top buttons to be placed on the breast line, and the bottom buttons from 1 to 3 inches below a horizontal line from point of hips. The buttons from top to bottom to be on a straight line and placed at equal distances.

Button Holes To be hand made of best quality silk twist and set 3/4 of an inch from the edge. Button holes on flaps and shoulder to be hand made.

Shoulder Straps To be fastened in sleeve seams, two inches wide and tapering to 1-1/4 inches in width to extend under collar. Shoulder straps shall button down with regulation 24-ligne button at edge of collar. Straps cross-stitched with silk thread 1-1/2 inches from seam.

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Pockets Two inside breast pockets.

4. OFFICIAL UNIFORM COAT FOR ALL RANKS EXCEPT MOUNTED AND MOTOR-CYCLE OFFICERS.

Style Four button, single breasted, six piece straight front sack coat.
Rolled collar with notched lapels opening to be approximately 13 to 15 inches to first button.
Coat to be semi form fitting with a 6 to 8 inch center vent in back seam. The vent and front to overlap so that they will hang closed at all times.

Length To be such that the bottom of the coat extends to the first joint of the thumb.

Bottom and edges. Single stitched 3/16 inch, stay taped, plain seams.
Entire coat to be stitched with pure silk thread, fast dye.

Facings Same material as coat, cut in one piece, not less than three inches at bottom.

Buttons Four regulation 36-ligne San Francisco Police buttons on front.

Buttonholes To be made of best quality silk twist and set three-quarters of an inch from edge of coat.
Buttonholes on flaps and shoulders to be hand made with silk thread.

Linings Shall be optional as to weight, but must be made of black or indigo blue material, according to selection of the individual. Fronts shall be made of genuine Irish Linen canvas, cold water shrunk, hair cloth and padding in breast from arm-hole to edge. Sleeve lining to be the best black and white quality lining.

Seams Plain. Center seam in back. Turn up at bottom not less than 1-1/4 inches.

Pockets Four inside breast pockets. There shall be two pointed flaps 5-1/4 inches long on each side of breast. Center of flap to be midway between center of top button and inside sleeve seam. Flaps to be 3 inches wide at ends and center points with button hole and regulation 24-ligne button at center point of flap. Top edge of flap to be on a line with center of top button. Also two lower pointed flaps 8 inches long, 3-1/2 inches wide at ends and center points with button hole and regulation 24-ligne button at center point of flap. Top edge of flap to be on a line with hip and center of bottom button. Inner edge of both top and bottom flaps to be on a line and an equal distance from top and bottom buttons. Points of flaps to be sewn securely to body of coat. Flaps to be graded slightly according to size. Inside pockets to be piped with same material as coat.

Shoulder Straps Shoulder straps fastened to sleeve seams on top of shoulder, to be 2 inches wide and tapering to 1-1/4 inches in width at side of neck. Upper end of strap to extend under collar with hole and regulation 24-ligne button near edge. Straps to be cross-stitched 1-1/2 inches from shoulder

P.O. NO. 4: - - - - - Page - 3 - - - - - April 2, 1956 - - -

seam. All pockets and shoulder straps to be stitched the same as edges.

5. OFFICIAL UNIFORM COAT FOR MOUNTED AND MOTORCYCLE OFFICERS

Style Four button, single breasted, six piece coat. Rolled collar with notched lapels, opening approximately 14 to 15 inches to first button. Coat shall be cut full chested and to be form fitted at waist and flared over hips to be worn with Sam Browne Belt. A hook shall be fastened on each hip at waist on underarm seam to support belt. There shall be a vent in the center seam approximately ten inches deep to extend to the bottom of the Sam Browne Belt. The vent and front shall overlap so that they will hang closed at all times.

Length To be such that the bottom of the coat extends to the first joint of the thumb.

Edges To be single stitched 3/16 inch top and bottom with pure silk thread, fast dye. All seams to be plain and sewed with silk.

Facings Same material as coat, cut in one piece, not less than three inches at bottom.

Buttonholes To be hand made of best quality silk twist, and set 3/4 of an inch from the edge. Button holes on flaps and shoulders to be hand made.

Buttons To have four regulation 36-ligne San Francisco Police buttons sewed on.

Pockets (Outside) There shall be two, three pointed, flaps 5-1/4 inches long, on each side of breast. Center of flap to be midway between center of top button and inside sleeve seam. Flaps to be 3 inches wide at ends and center points, with button-hole and regulation 24 ligne button on center point of flap. Top edge of flap to be on a line with center of top button. Also two lower, three pointed flaps, 8 inches long, 3-1/2 inches wide at ends and center points, with button hole and regulation 24-ligne button on center point of flap. Top edge of flap to be on a line with bottom edge of Sam Browne Belt and center of bottom button. Inner edge of both top and bottom flaps to be on a line, and an equal distance from top and bottom buttons. Points of flaps to be sewn securely to body of coat. Flaps to be graded slightly according to size.

Pockets (Inside) Two inside breast pockets, crosswise, piped with same material as coat. Two lower inside pockets of sufficient size for books and papers, also piped with same material.

Linings Shall be optional as to weight, but must be of black or indigo blue material, according to the selection of the individual. Fronts shall be made of genuine Irish Linen canvas, cold water shrunk, hair cloth and padding in breast from arm-hole to edge. Sleeve lining to be the best black and white quality lining.

P.O. NO. 4:
2-2-56

Shoulder Straps

To be fastened in sleeve seams, two inches wide and tapering to 1-1/4 inches in width to extend under collar. Shoulder straps shall button down with a regulation 24-line button at edge of collar. Straps cross-stitched with silk thread 1-1/2 inches from seam.

6. OFFICIAL UNIFORM TROUSERS FOR ALL RANKS EXCEPT MOUNTED AND MOTORCYCLE OFFICERSStyle and Construction

To be made with either one or two watch, two side, two hip and two club pockets. Hip pockets to have flaps with button and buttonhole, right hip pocket to be 8-1/2 inches in depth and 6 inches in width. The outside of each club pocket opening to be 3-1/2 inches below the outside edge of each respective hip pocket, 1-1/2 inches to the rear of the outside leg seam. Club pockets to have a minimum of 8-1/2 inches in depth. Waist band to be two inches wide and to have seven tunnel loops. All outside seams to be 1/4 inch welt seams. All pockets to be heavily bar-tacked. Bottoms to be hollowed in front to allow the trousers to rest properly on shoe. Trousers to be plain bottom, no cuff. The approximate dimensions of trousers, to be graded from a size 32 inch waist and 32 inch in seams, are to be 21 knee and 19 bottom. To be made with heel stays front and back. All pockets to be made of good grade heavy drill. The fly shall have a Talon or comparable zipper and an anchor button in addition to the regulation top button.

7. OFFICIAL UNIFORM BREECHES FOR MOUNTED AND MOTORCYCLE OFFICERSStyle and Construction

To be cut semi-mounted style with modified full peg. Bottoms to be made zippered, buttoned or lace and buttoned. Seat and knee self-reinforced. Knee reinforcement to run 2-1/2 inches past inside seam and sewed to outside seam and to be stitched from one inch above knee to bottom. Seat reinforcement to be full size. To be made with either one or two watch, two side, two hip and two club pockets. Side pockets to be semi-corner style, leather piped with leather crows on each end. Hip pockets to have flaps with button and buttonhole and bar tacked. Pocket lining to be made from heavy canvas. The outside edge of each club pocket opening to be 3-1/2 inches directly below the outside edge of each respective hip pocket. Club pockets to have a minimum of 8-1/2 inches in depth. Waist band to be two inches wide and to have seven tunnel loops. Club pockets to be leather piped with leather crows on each end. The fly shall have a Talon or comparable zipper and an anchor button in addition to the regulation top button.

8. OFFICIAL UNIFORM CAPS FOR ALL RANKSMaterial

Same as uniform material (12/14 oz.). Cold water shrunk before cutting. Note: Members assigned to Traffic Bureau (Fixed Post) shall wear a cap top made of heavy weight 100% white dacron sharkskin.

style One piece, eight point, Windbreaker style.

Lining To be full lined with good quality black sateen. Lining to be cut on one piece pattern. No pocket in lining of cap.

Sweat Protector Diamond shaped safety celluloid, 4 inches by 6 inches, to be sewed to lining to prevent oil and grease of hair from striking through to soil cap.

Frame Close woven cane webbing to be used for band and front upright which shall be strong enough so that front will not break down.

Sweatband Best quality, genuine leather sweatband, two inches wide, sewn in cap by hand. Not to be machine sewed.

Vizor Genuine leather, black, old army shape, vizor to droop at angle of 45 degrees.

Spreading Wire Galvanized spreading wire, attached to cane upright in front of cap.

Eyelets Eyelet in front for badge. Six ventilating eyelets on each side.

Straps Chief and Deputy Chief to have black velvet band, 1-1/2 inches wide clear around cap, and a chin strap of gold wire lace. 1/2 inch wide, stitched on black Russian leather. Strap to be adjustable and fastened by two regulation buttons.

Directors, Captains and Lieutenants - Same as for Chief and Deputy Chief.

Sergeants to have black mohair braid band 1-1/2 inches wide clear around cap and an adjustable 1/2 inch black leather chin strap attached to cap by two regulation buttons.

Patrolmen, same as for sergeants excepting that they are to have two rows of black soutache cord around band instead of black mohair braid.

9. OFFICIAL UNIFORM CAP INSIGNIA

Chief To have a gold bullion wreath in front, enclosing the word "CHIEF" in gold.

Deputy Chief To have a gold bullion wreath in front enclosing the words "DEPUTY CHIEF" in gold.

Directors To have gold bullion wreath in front enclosing the word "DIRECTOR" in gold.

Other ranks Same as now in use, solid brass, highly polished.

10. OFFICIAL UNIFORM TROUSER STRIPES

Chief and Deputy Chief To have a stripe of lustrous black mohair braid, 1-1/4 inches wide on outside seams.

Directors, Captains & Lieutenants To have a stripe of lustrous black mohair braid, one inch wide, on outside seams.

Sergeants To have a stripe of lustrous black mohair braid, 1/2 inch wide, on outside seams.

Patrolmen To have black soutache cord on outside seams.

11. OFFICIAL UNIFORM SLEEVE STRIPES

To have regulation department stripes on top sleeve 3 inches from end as indicated:

Chief To have two bands of gold wire lace $\frac{3}{4}$ of an inch wide, placed on top sleeve with its lower edge 3 inches above bottom of sleeve. There shall be three regulation 24-ligne buttons on cuff, lower button to be one inch from end of sleeve, others equally spaced below braid. The buttons to be sunk in and fastened inside of sleeve.

Deputy Chief To have a band of gold wire lace $\frac{3}{4}$ inch wide, placed on top sleeve same as Chief, and one band of gold wire lace $\frac{1}{2}$ inch wide on top sleeve to be placed $\frac{1}{2}$ inch above other stripe.

Directors, Captains & Lieutenants To have band of gold wire lace $\frac{3}{4}$ of an inch wide on top of sleeve.
Lace and buttons to be placed same as for Chief.

Sergeants & Patrolmen To have a band of lustrous black mohair braid $\frac{1}{2}$ inch wide on top sleeve 3 inches from end. There shall be three regulation 24-ligne buttons on cuff.

The sleeve buttons of all ranks to be sunk in and fastened inside of sleeve.

12. OFFICIAL EMBLEMS OF RANK

Chief Two fire-gilt metal stars, one inch wide between points, on each shoulder strap.

Deputy Chief One fire-gilt metal star, one inch wide between points, on each shoulder strap.

Director of Traffic One fire-gilt metal eagle, one inch wide, on each shoulder strap.

Directors One fire-gilt metal oakleaf one inch wide on each shoulder strap.

Captains Two raised fire-gilt metal bars, one inch by $\frac{3}{8}$ of an inch each on each shoulder strap.
Bars parallel with shoulder seams.

Lieutenants One raised fire-gilt metal bar, one inch by $\frac{3}{8}$ of an inch. Bar parallel with shoulder seams.

Sergeants Made of S.F.P.D. standard dark blue cloth with 3 "V" shaped bars of bright Nicholson blue military cloth, superimposed on white military cloth showing about $\frac{1}{32}$ of an inch of the white around the bar. Bars to be $\frac{5}{16}$ of an inch wide, spaced $\frac{1}{4}$ of an inch apart. Background to be 3- $\frac{1}{2}$ inches wide by 4 inches high. Chevrons to be sewed points up on outside of each sleeve midway between elbow and shoulder.

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13. OFFICIAL UNIFORM SHIRTS

Chief, Deputy White shirt, white turn-down, starched.
Chief, Directors, or semi-soft collar
Captains and
Lieutenants

Sergeants &
Patrolmen (Other
than Solo-Motor-
cycle Officers

Cloth Simpson's Soulette Poplin
Construction: 102 X 48 threads per
square inch
Weight: 3/15 yards per pound
Weave: 2 warp X 1 filler
Width: 35 inches
Length: Longfold, 60 yard pieces
Shrinkage: Sanforized, less than
1% shrinkage
Color: Simpson's #872 blue, Fast Color.

Shirt: Regulation Blue Police Shirt
including: Medium collar; shoulder
straps; Two pockets fully pleated,
flaps and pencil slot in left pocket,
badge holes and reinforcement; full
sleeves, pleated with forearm
button; imitation pearl buttons,
white; full tails.

Sergeants &
Patrolmen as-
signed to Solo
Motorcycle Duty

Cloth: J. P. Steven's Camogab , 77% rayon,
23% wool.

Shrinkage: Cold water shrunk

Color: Vat-dyed fast color, Navy Blue

Shirt: Regulation police shirt. Shoulder
straps and badge holder; two flap
pockets; elbow patches; neckband
lining of fast color Nylon.
Cameron Number 306S.

NOTE: Heavy woolen shirt, black or dark color, may be worn on
the 12 to 8 a.m. watch.

14. OFFICIAL UNIFORM NECKWEAR.

Ties shall be plain black four-in-hand.

15. OFFICIAL UNIFORM FOOTWEAR.

Socks

Socks shall be solid black or midnight blue in color
and without fancy design. A white foot type may be
worn provided that none of the white shows over the
top of the shoe.

Shoes

Shoes shall be center-laced style, smooth finish,
solid black in color. They may be either low or
high cut. Western style or crepe soled shoes shall
not be permitted.

Boots:

Solo and three wheel motorcycle and mounted officers
shall wear boots of smooth finish black leather, with
a military or plain tip toe.
Height: The boots shall be not less than eighteen
inches nor more than twenty inches in height.

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16. JEWELRY No jewelry or personal ornaments shall be affixed to any part of the uniform equipment, except those authorized by these regulations.

17. OFFICIAL UNIFORM BELT AND HOLSTER FOR MOTORCYCLE AND MOUNTED OFFICERS.

Belt Sam Browne Belt.

Style To be made of 7 to 8 ounce black full grain bridle leather cowhide backs, 2-1/4 inches wide, with shoulder straps 1-3/8 inches wide of proper length. Under edges to be rounded and top edges to be neatly polished and creased. Belt to have lining at buckle end from 18 to 20 inches. Shoulder straps made of single leather, tapered at billet end to take 7/8 inch buckle, with five holes for adjustment. Hardware to be of solid brass, highly polished, colonial pattern, and four shoulder strap dee rings, so that shoulder straps may be worn over either right or left shoulder, as may be required, and to be attached with 7/8 inch strip having a Carr Special Fastener for detaching shoulder strap. All stitching to be done on Campbell lock stitch machine, with hot waxed linen, 10 stitches to the inch equipped with Foulter attachment for unbuckling.

Holster To be 7 or 8 ounce black, Full grain bridle leather cowhide backs, perfectly moulded to fit regulation police revolver, large frame.

18. GLOVES Gloves to be worn by members of this department when so instructed shall be of white cloth material.

NOTE: Members assigned to Traffic Bureau (Fixed Post) shall wear white gloves at all times while on duty.

19. LEATHER JACKETS FOR MEMBERS ASSIGNED TO MOUNTED, MOTORCYCLE OR ACCIDENT INVESTIGATION DUTY

Members assigned to duty with the mounted, motorcycle or accident investigation details shall be permitted to wear a leather jacket of the same type as worn at the present time by these details. This leather jacket shall not be worn while in attendance at public functions, when the official uniform coat shall be worn.

20. OFFICIAL DEPARTMENT RAINCOAT AND YELLOW SAFETY OVERLAY

The official department raincoat shall be of a dull finish black rubber on tan jeans, three piece body, single breasted, square shoulders, ball and socket fasteners, cloth shields and grommet ventilation under arms, full corduroy collar, reinforced vertical cut through pockets, ventilated double back, quarter sleeves and front, gum strapped sleeves and shoulder seams of over-jacket, badge shield on left breast, back vent, adjustable sleeve tabs, 3" skirt facing. Length 50" - 52" graduated. Regular sizes 36 to 46, extra large 48 and over.

The above coat under traffic conditions to be overlaid with a yellow vest for visibility purposes. This jacket MA107, designed to be worn over the regulation police coat and is attached with a ball and socket fastener under the back of the collar. It is of sewed construction 17" long, all sizes, fastened down the front with three ball and socket fasteners and is provided with a badge shield on the left breast.

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21. LEATHER GOODS - Amended (see PG #6)

All leather goods worn by members of the Department while on duty shall be of black color and plain - no basket weave or inscribed leather belts, holsters, etc. shall be used.

22. Company Commanders shall call to the attention of members of their command the provisions of Rules 325 to 335 of the Rules and Regulations of the San Francisco Police Department.

FRANCIS J. AHERN
CHIEF OF POLICE

P. O. NO. 4:
4-2-56

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
MONDAY, April 9, 1956

PERMANENT ORDER NO. 5:

NEW REPORT FORMS AND PROCEDURE TO FOLLOW, ELIMINATION OF
USE OF ARREST BOOK AND ARREST INDEX BOOK.

1. NEW REPORTING PROCEDURE

- a. Effective at 12:01 a.m., Monday, April 16, 1956, the new type report forms will supplant the type currently in use by this Department.
- b. All major offense, major service, arrest and auxiliary reports shall be submitted on the new type forms in accordance with the provisions of the Reporting Procedure Manual (Series 90).
- c. Mimeographed copies of this Manual will be distributed to all Stations and Bureaus.
- d. Information Bulletins with notebook inserts attached will also be distributed. Company Commanders and Heads of Details and Bureaus shall make certain that each member is given a copy of this Information Bulletin.

2. ARREST BOOK AND ARREST INDEX BOOK.

- a. With the implementation of this Permanent Order, the Arrest Book and Arrest Index Book will no longer be used by this Department.

3. SERVICE NUMBERS

The term "Service Number" will be used in the recording of complaints and services formerly given "Complaint Numbers". The term "Complaint Number" will no longer be used.

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FRANCIS J. AHERN
CHIEF OF POLICE

P. O. NO. 5:
4-9-56

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
WEDNESDAY, April 25, 1956

PERMANENT ORDER NO. 6:

1. At a meeting of the Police Commission held on MONDAY, April 23, 1956, the following resolution was adopted:

UNIFORM SPECIFICATIONS AMENDED:

RESOLVED, that the specifications for uniforms and equipment for members of the Department are hereby amended as follows:

Permanent Order No. 4, dated April 2, 1956, Page 9, Item 21, presently reads as follows:

LEATHER GOODS

All leather goods worn by member of the Department while on duty shall be of black color and plain - no basket weave or inscribed leather belts, holsters, etc. shall be used.

This item is hereby amended to read as follows:

LEATHER GOODS

All leather goods worn by members of the Department while on duty in uniform shall be black in color.

AYES: Commissioners Bissinger, McKinnon, Mellon.

FRANCIS J. AHERN
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 7:

San Francisco, California
WEDNESDAY, May 2, 1956

1. At a meeting of the Police Commission held on Monday, April 30, 1956, the following resolution was adopted:

RULES AND REGULATIONS AMENDED:

RESOLVED, that the Rules and Regulations of the San Francisco Police Department be, and they are hereby amended as follows:

UNDER THE CAPTION "CHIEF OF POLICE" (NEW RULE)

12.a. Shall organize an Intelligence Unit within the Department whose duty it shall be to investigate the operation of organized crime syndicates and of any person or persons who may be suspected of any connection therewith. Any information so obtained shall be exchanged with those law enforcement agencies who have a proper interest therein. Said unit shall report directly to the Chief of Police and shall be subject to his orders and direction.

2. UNDER THE CAPTION "CHIEF OF INSPECTORS" (AMENDMENT)

60. Shall assign, or cause to be assigned, members of his command to investigate all cases reported to his office or brought to his attention, and shall see that they are thoroughly and efficiently investigated.

AYES: Commissioners Bissinger, McKinnon

ABSENT: Commissioner Mellon

FRANCIS J. AHERN
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
FRIDAY, July 20, 1956

PERMANENT ORDER NO. 8:

ARREST PROCEDURE, VIOLATION OF SECTION 152 OF THE POLICE CODE.
(DRUNK IN PUBLIC PLACE).

1. Effective at 8:00 a.m., Friday, July 20, 1956, the following procedure shall apply relative to the manner of booking and processing persons charged with violation of Section 152 of the Police Code.
2. When an arrest is made by a member of this department for violation of Section 152 of the Police Code, an offense report shall be made, briefly stating the time, place, and circumstance of the arrest, and identifying the defendant. In those instances where more than one person is arrested on this charge at the same time and place, all said arrests may be reported on the one offense report form.
3. An arrest card shall be made for each person arrested for violation of Section 152 of the Police Code and shall be completed in the prescribed manner. Arrest cards shall be forwarded to the City Prison in accordance with the established Rules and Regulations of the Police Department.
4. Persons charged with violation of Section 152 of the Police Code shall be transferred to the City Prison in the normal manner to facilitate their appearance in court.
SUBSEQUENT TO THEIR DETENTION
5. Persons arrested and charged with violation of Section 152 of the Police Code who are adjudged sober by the Station Keeper may be released upon bail as prescribed, in which case properties may be returned to the defendant as governed by Rules 257, 257a, and 257b of the Rules and Regulations of this department.
6. This order rescinds Permanent Order No. 3 of April 23, 1942.

* * * * *

Amended
P.E. #12
Sept 16, 1957

FRANCIS J. AHERN
CHIEF OF POLICE

P. O. NO. 8:
7-20-56

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 9:

San Francisco, California
MONDAY, August 27, 1956

LIMITED DISASTER INFORMATION CENTER

1. A "Limited Disaster Information Center" is established herewith as part of the Bureau of Communications. The purpose of the unit is to facilitate the flow of information and coordination of activities under conditions of a particular natural disaster or unusual circumstances which would overtax the facilities of a single city department, which would call for the maximum joint efforts of more than one city department, or which would overload telephone facilities due to public inquiry.
2. Facilities of the "Limited Disaster Information Center" will consist in a "Telephone Room" desk, and two unlisted telephones, SU 1-3839 and SU 1-3840 (Hunt System automatic turnover). Its staff will consist of the persons named on List A.
3. Whenever the officer in charge of the Bureau of Communications believes that an incident might be handled more effectively through the operation of the "Limited Disaster Information Center", he shall activate it by calling the persons named on List A after first having received the authority to do so by order of the Chief of Police, and should the Chief of Police be absent or unable to act, the authority and responsibility to act shall pass to the member next in rank according to the provisions of Paragraph 5, Rules and Regulations, San Francisco Police Department, as amended by Permanent Order, No. 10, December 18, 1952. Pending their arrival he shall summon a member from a nearby Station or Bureau to stand by at the "Center". The latter shall be briefed on the exact nature of the incident, in order that he may answer SU 1-3839 calls of officials who might be unable to contact this department through SU 1-2020, due to overload.
4. The unlisted number of the "Center" will be supplied in advance by the Disaster Corps only to the persons and agencies named on List "B", with instructions to use it when they wish information on the incident but are unable to contact the Bureau of Communications through SU 1-2020, or when they have knowledge that the "Center" is in operation. However, after calling the persons named on List "A", the officer in charge of the Bureau of Communications shall advise, by telephone, any of the List "B" agencies or persons whom he believes should be aware of the incident, without awaiting their inquiries.
5. When the "Center" staff arrives, the Bureau of Communications personnel shall tender to such staff all available information on the incident. Thereafter the staff shall be referred all matters of cooperative effort with other city departments and non-police governmental units.
6. The department shall be advised, by radio and teletype, when the "Center" is in operation and when it has been closed. It will remain manned until a decision is arrived at by its staff that its services are no longer required.
7. The unlisted numbers of the "Center" shall not be divulged, except during the time of an incident to persons in official capacity who will find it necessary to contact its staff.
8. The provisions of this order shall not pertain to any war borne emergency.

LIST A

Rear Adm. A. G. Cook, USN, (Ret.) GR 4-9401
861 Sutter Street or.....
11706 Plateau Avenue
Los Altos, California..... Whitecliff 8-5697

Business: 45 Hyde Street HE 1-2121, Ext. 614

Col. William J. Epes, USA (Ret.)
403 - 42nd Avenue, Room 308..... EV 6-1516

Business: 45 Hyde Street..... HE 1-2121, Ext. 613

Insp. William J. Osterloh
1946 - 31st Avenue..... LO 6-8020

Business: 45 Hyde Street, Rm 212..... HE 1-2121, Ext. 610
Police Academy..... SU 1-2020, Ext. 254

Mr. Henry Bogardus
64 Flood Avenue..... DE 3-2328

Business: 45 Hyde Street, Rm. 210..... HE 1-2121, Ext. 289

LIST B

George Christopher, Mayor
25 Stonecrest Drive, S.F..... JU 6-6650

Business: 200 City Hall..... MA 1-0163

Thomas A. Brooks
Chief Administrative Officer
625 Powell Street..... GA 1-0061

Business: 289 City Hall..... HE 1-2121, Ext. 457

Frank P. Kelly, Chief
S. F. Fire Department
Home: 870 Bush Street..... KL 2-1857

Business: 2 City Hall..... UN 1-8000

Ellis D. Sox, M. D.
Dept. Public Health
Home: 1838 - 30th Avenue..... SE 1-5517

Business: 101 Grove Street..... UN 1-4701

Sherman P. Duckel
Dept. of Public Works
Home: 125 St. Elmo Way, S.F..... JU 7-6231

Business: 260 City Hall..... HE 1-2121, Ext. 204

Staff Duty Officer, Presidio..... We 1-6111, Ext. 2497

Henry W. Turkel, M. D.
Business: 650 Merchant St..... DO 2-0461
Home: 2 San Marcos St. S. F..... LO 4-1256

Mr. James Turner, Manager
Public Utilities Commission
Rm. 287, City Hall..... HE 1-2327
Home: 2290 - 17th Avenue..... MO 4-2499

Staff Duty Officer
Twelfth Naval District..... (Confidential - see sealed
envelope to be kept in
Bureau of Communications
attached to copy of G. O.)

FRANCIS J. AHERN
CHIEF OF POLICE

PERMANENT ORDINANCE NO. 10:San Francisco, California
TUESDAY, November 20, 1956

1. At a meeting of the Police Commission held on Monday, October 29, 1956 the following proceedings were had:

UNIFORM REGULATIONS - AMENDED:

RESOLVED that the uniform regulations be amended as follows to provide specifications for the stars of the Chief of Inspectors, Director of Traffic, Supervising Captain and Captain of Traffic:

CHIEF OF INSPECTORS

The star of the Chief of Inspectors shall be 14-K gold, 7-pointed, 2-3/4 inches in diameter from point to point with the number in raised figures in center and the words "CHIEF OF INSPECTORS" above the number and "S. F. POLICE" underneath the number in blue enamel. The body of the star shall be neatly engraved.

DIRECTOR OF TRAFFIC

The star of the Director of Traffic shall be 14-K gold, 7-pointed, 2-3/4 inches in diameter from point to point with the number in raised figures in center and the words "DIRECTOR OF TRAFFIC" above the number and "S. F. POLICE" underneath the number in blue enamel. The body of the star shall be neatly engraved.

SUPERVISING CAPTAIN

The star of the Supervising Captain shall be 14-K gold, 7-pointed 2-3/4 inches in diameter from point to point with the number in raised figures in center and the words "SUPERVISING CAPTAIN" above the number and "S. F. POLICE" underneath the number in blue enamel. The body of the star shall be neatly engraved.

CAPTAIN OF TRAFFIC

The star of the Captain of Traffic shall be 14-K gold, 7-pointed, 2-3/4 inches in diameter from point to point with the number in raised figures in center and the words "CAPTAIN OF TRAFFIC" above the number and "S. F. POLICE" underneath the number in blue enamel. The body of the star shall be neatly engraved.

AYES: Commissioners Bissinger, McKinnon
ABSENT: Commissioner Mellon:

* * * * *

2. At a meeting of the Police Commission held on Tuesday, November 13, 1956 the following proceedings were had:

AMENDMENT OF THE UNIFORM SPECIFICATIONS:

RESOLVED, that the specifications for uniforms for members of the San Francisco Police Department be, and the same are hereby amended to include the following:

INSPECTOR OF SCHOOL SAFETY PATROL:

The uniform prescribed for the Inspector of School Safety Patrol shall be the same as that specified for Lieutenant of Police with the following exception: no shoulder bar shall be worn designating rank.

AYES: Commissioners Bissinger, McKinnon, Mellon

PERMANENT ORDER NO. 11:

San Francisco, California
FRIDAY, November 23, 1956

1. At a meeting of the Police Commission held on Monday, November 5, 1956, the following proceedings were had:

RULES AND REGULATIONS AMENDED:

RESOLVED, that Rule 405 of the Rules and Regulations of the San Francisco Police Department be, and the same is hereby amended to read as follows:

SICKNESS AND DISABILITY

405. Whenever a member is unable to report for duty at the prescribed time as a result of sickness or disability, he shall immediately report or cause to be reported that fact, to his Station or Bureau and promptly forward to his Commanding Officer a certificate signed by the attending qualified physician or surgeon. If notice is sent by telephone, the certificate shall be sent as soon as possible thereafter, provided however, that no certificate shall be sent by mail.

A MEMBER:

Shall not absent himself from duty on account of sickness or disability which is simulated. He shall not attempt to mislead or deceive his attending physician or the police surgeon.

Shall, while absent from duty on account of sickness or disability, strictly comply with the instruction of the police surgeon and remain at his residence, unless otherwise authorized by said surgeon.

Shall, when absent from duty on account of contagious disease resulting in quarantine of his residence, remain in such residence unless otherwise authorized by the police surgeon.

Shall, when he comes in contact with the person having a contagious disease or when he has been exposed to contagion, immediately report such fact to his platoon commander and make written report to his commanding officer.

Shall not apply for treatment or obtain a certificate for sickness or disability from the police surgeon.

THE PLATOON COMMANDER:

Shall, while in his station during his tour of duty, receive certificates showing sickness or disability of members of his company or unit. Upon receipt of a certificate, he shall enter thereon the exact time and date received with his signature and title of rank. If a certificate is brought to his station during his temporary absence, the officer in charge in the station shall enter on the said certificate the data herein prescribed. No certificate will be accepted if the signature of the attending physician or surgeon is signed with a stamp.

Shall, when a certificate is received showing sickness or disability incapacitating a member from duty, make entry in the record book kept for that purpose of the following particulars:

- (a) Time and date of receipt of certificate.
- (b) Full name and rank of member.
- (c) Name of member receiving certificate.

- (d) Cause of sickness or disability as shown in certificate.
- (e) Name of attending physician subscribed on certificate

Upon return to duty of person named in said certificate, entry shall be made in said record book showing time and date of return to duty.

Shall, when a member is reported to him as being disabled, require such person to make an immediate written report, if possible, showing the cause of the alleged disability and the manner in which it was sustained. He shall detail a superior officer to investigate whether or not the disability was sustained in the performance of police duty, and whether he was on or off duty at the time. The superior officer detailed shall make a written report of his investigation and state therein whether or not the report made by the disabled person is true. In case the injured person is unable to make his report, it shall be made by another officer or by the visiting superior officer.

Members of the Department shall be entitled to sick leaves and disability leaves with full pay subject to provisions of this rule as hereinafter defined.

A leave of absence granted under this rule with full pay because of illness or injury NOT INCURRED IN THE COURSE OF EMPLOYMENT SHALL BE KNOWN AS "SICK LEAVE".

A leave of absence granted under this rule with full pay for one of the following causes shall ALSO be known as "SICK LEAVE":

- (a) Absence due to quarantine established and declared by the Department of Public Health or other competent authority, and shall be for the period of quarantine only.
- (b) Absence necessitated by death of mother, father, husband, wife, child, brother or sister; provided that in such case the leave shall not extend beyond the date of burial of said deceased person.
- (c) Absence necessitated by death of other relatives; but leave with pay in such cases shall be for not more than one day to permit attendance at the funeral of said person.

Members of the Department who have regularly occupied their positions continuously for at least one year, shall be entitled to two weeks sick leave with full pay, annually, during their employment in the department. Such annual sick leave of two weeks, with pay, when not used, shall be cumulative, but the accumulated unused period of sick leave shall not exceed six months regardless of length of service.

Such accumulated sick leave with pay may be used by members as a supplement and addition to whatever salary benefits may be provided by law for members incapacitated for duty by injury or illness suffered or caused in or by the performance of duty, and may be so used during the continuance of such injury or illness provided, however, that accumulated sick leave with pay may not be so used by a member during any period of time when the effect of such use would be to increase his wage payments to an amount above the normal rate of pay of such incapacity for duty. (NEW SECTION)

P. O. NO. 11: Page - 3 - November 23, 1956

Members shall be entitled to an accumulation of two weeks sick leave with pay for each year of service, IN ADDITION TO SICK LEAVE NECESSITATED BECAUSE OF ABSENCE DUE TO QUARANTINE OR DEATH OF RELATIVES until the maximum of sick months accumulation has been reached AT WHICH TIME DEDUCTION SHALL BE MADE FROM ACCUMULATED SICK LEAVE CREDITS OF ANY ABSENCES DUE TO QUARANTINE OR DEATH OF RELATIVES, provided that when said maximum accumulation of six months has been reached, and thereafter part of said maximum of six months has been used, the used part of said maximum may again be replenished at the rate of two weeks for each subsequent year of service. Sick leaves with pay allowed since the present charter became effective on January 8, 1932, shall be deducted from the above-mentioned accumulations.

A leave of absence due to disability caused by illness or injury arising out of and in the course of employment shall be known as disability leave.

Members of the Department who are absent from duty because of disability arising out of and in the course of employment shall be entitled to full pay; the extent of such absence shall be determined by the RETIREMENT BOARD AS PROVIDED FOR IN SECTION 172 OF THE CHARTER.

The benefits obtainable under this rule shall automatically terminate on the date of retirement on pension of such member receiving benefits thereunder.

Sick leave with pay granted under this rule shall be indicated on pay rolls and time sheets by the letters "S.P." (Sick leaves with full pay; and disability leaves with pay granted under this rule shall be indicated on pay rolls and time sheets by the letters "D.P." (Disability leave with full pay).

AYES: Commissioners Bissinger, McKinnon, Mellon.

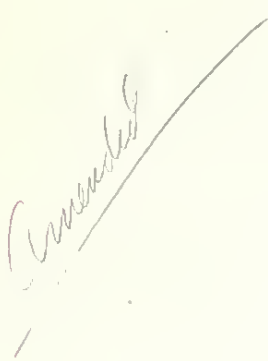
FRANCIS J. AHERN
CHIEF OF POLICE

P. O. NO. 11:
11-23-56

Amended

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICEPERMANENT ORDER NO. 12:San Francisco, California
THURSDAY, December 6, 1956CIVIL DEFENSE CONTROL CENTERS

1. Paragraph 2, Permanent Order Number 4, issued May 4, 1955, naming members assigned to the two civil defense control centers in emergencies, shall be amended to read as follows:
 - a. Master Control Center (Youth Guidance Center)
 - (1) Deputy Chief Thomas Cahill
 - (2) Director of Traffic Daniel Kiely
 - (3) Inspector William Osterloh
 - (4) Officer Julius von Nostitz
 - b. Alternate Control Center (Hassler Health Home, Redwood City)
 - (1) Supervising Captain Philip Kiely
 - (2) Captain of Traffic Ralph Olstad
 - (3) Sergeant Vincent McCarthy
 - (4) Sergeant Ernest Lindenau


FRANCIS J. AHERN
CHIEF OF POLICEP. C. NO. 12:
12-6-56

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 13:

San Francisco, California
December 24, 1956 MONDAY

1. At a meeting of the Police Commission held on MONDAY, December 17, 1956 the following proceedings were had:

RULES AND REGULATIONS AMENDED:

RESOLVED, that Rule 405, Paragraph 13, subsection (b) of the Rules and Regulations of the San Francisco Police Department be, and the same is hereby amended to read as follows:

"Absence necessitated by death of mother, father, husband, wife, child, brother or sister; provided that in such case the leave shall not extend beyond the date of burial of said deceased person, OR SHALL NOT EXTEND BEYOND THE THIRD DAY AFTER THE DATE OF DEATH OF SUCH RELATIVE, WHICHEVER IS THE EARLIER."

AYES: Commissioners McKinnon, Bissinger,
Mellon

(The above capitalized sentences is the amended portion of the Rules and Regulations of the San Francisco Police Department.)

FRANCIS J. AHERN
CHIEF OF POLICE

P. O. NO. 13:
1-24-56

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
MONDAY, January 7, 1957

PERMANENT ORDER NO. 1:

1. Permanent Order No. 7 dated September 24, 1953, Page 1, "OUTLINING THE PROCEDURE FOR RATING PROBATIONARY POLICE OFFICERS" is amended to read as follows:

OUTLINE OF PROCEDURE FOR RATING
PROBATIONARY POLICE OFFICERS

"two phases to Rating System"

The rating system to be employed would be administered in two parts. The first part of the system would apply while the probationer is assigned at the Police Academy for recruit training. During this period of training the probationer will be rated on the following qualifications: (1) Personal Traits, (2) Physical Activities, and (3) Scholastic Activities. This period of training will be for a minimum of Twelve Weeks.

The second phase of the rating system would be applied after the probationer has left the Academy and has been assigned for Station duty. While assigned to a District Station the probationer will be rated on (1) Personal Traits and (2) Activity Report.

Prior to the probationer completing his first year of service he will be assigned to a District Station for approximately nine months. He shall not receive a rating at a District Station until he has completed one month of duty. Including the twelve weeks he has been assigned to the Academy this will mean that he will not receive his first rating at the Station until the conclusion of his fourth month of service in the department.

It is to be noted there are adequate spaces allocated for the rating of the probationer during his Station assignments. The column designated "final" is the space to be used for the over-all average maintained by the probationer.

"RATING PERIODS"

The Rating periods to be used while the probationers are assigned to District Stations are as follows:

- First period at the end of the fourth month of service.
- Second period at the end of the fifth month of service.
- Third period at the end of the sixth month of service.
- Fourth period at the end of the seventh month of service.
- Fifth period at the end of the eighth month of service.
- Sixth period at the end of the ninth month of service.
- Seventh period at the end of the tenth month of service.
- Eighth period at the end of the eleventh month of service.

The Ninth rating period would be made one week before the completion of the probationer's year of service. The "final" rating would also be made at this time and the Probationary Record forwarded to the office of the Chief of Police.

This procedure will guarantee the Chief of Police one week period for any additional investigation he would require prior to his authorizing permanent appointment.

2. "RATING SYMBOLS" are not amended and balance of Permanent Order No. 7, dated September 24, 1953, remains unchanged.

FRANCIS J. AHEARN
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
TUESDAY, January 29, 1957

PERMANENT ORDER NO. 2

1. At a meeting of the Police Commission held on Monday, January 14, 1957, the following proceedings were had:

UNIFORM REGULATIONS OF THE SAN FRANCISCO POLICE AUXILIARY RESERVE -
AMENDED:

RESOLVED, that Uniform Regulations for San Francisco Police Auxiliary Reserve Members, Permanent Order No. 4, dated April 26, 1952, be and the same are hereby amended to include the following:

An omblom shall be worn on the left sleeve of the jacket immediately below the shoulder seam, in the shape of a shield, approximately $3\frac{1}{2}$ " wide by $4\frac{1}{2}$ " long, on wool felt of gold background and a black non-bevel border; black lettering in upper half spelling the words 'San Francisco Police Reserve'; in lower half of shield a six-point star in solid silver color, inserted in which shall be a round tab of black felt $\frac{3}{4}$ inches in diameter, bearing in silver lettering the designation 'Co. D,' 'Co. G,' 'Co. F' or 'Co. I,' according to the assignment of the member wearing it. The best fast color thread shall be used. (Sketch of Shield filed in minutes of Police Commission, January 14, 1957.)

AYES: Commissioners McKinnon,
Mellon

ABSENT: Commissioner Bissinger

2. At a meeting of the Police Commission held on Wednesday, January 23, 1957, the following proceedings were had:

RULES AND REGULATIONS AMENDED:

RESOLVED, that Rule 428A of the Rules and Regulations of the San Francisco Police Department be, and the same is hereby amended to read as follows:

"Shall, within twenty-four hours after tender or receipt of a fee for testifying in either a civil or criminal proceeding, which fee is in excess of the legal fee set forth in Section 1885 of the Code of Civil Procedure, or for being interviewed in connection with a civil or criminal proceeding, make written application to the Board for permission to received said fee."

AYES: Commissioners Mc Kinnon
Bissinger, Mellon.

3. FORMS STANDARDIZATION AND CONTROL

1. Effective immediately a system of forms standardization and control is hereby established in this department.
2. Any requests for new forms or modifications of existing forms of all types shall be submitted to this office for approval.
3. No forms shall be printed, mimeographed, or otherwise reproduced without first having been reviewed and studied by the Planning and Research Bureau and then submitted to this office for the final approval.

FRANCIS J. AHERN
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 3:

San Francisco, California
Tuesday, January 29, 1957

At a meeting of the Police Commission held on Wednesday, January 23, 1957, the following proceedings were had:

ADOPTION OF LAW ENFORCEMENT CODE OF ETHICS:

RESOLVED, that the following Law Enforcement Code of Ethics be and the same is hereby adopted for the San Francisco Police Department:

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession... law enforcement.

AYES: Commissioners Mc Kinnon, Bissinger,
Mellon

FRANCIS J. AHEEN
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 4:

San Francisco, California
THURSDAY, February 7, 1957

1. At a meeting of the Police Commission held on Monday, February 4, 1957 the following proceedings were had:

2. AMENDMENT OF THE UNIFORM SPECIFICATIONS:

RESOLVED, that the specifications for uniforms and equipment for members of the San Francisco Police Department be, and the same are hereby amended to read as follows:

Permanent Order No. 4, dated April 2, 1956, Page 7, Item No. 13.

OFFICIAL UNIFORM SHIRTS

Chief, Deputy Chief,
Directors, Captains
and Lieutenants

White shirt, white turn-down,
starched or semi-soft collar

Sergeants and Patrolmen
(Other than Motorcycle
Officers and Accident
Prevention Bureau
Officers)

CLOTH

Simpson's Soulette Poplin
Construction: 102 x 48
threads per
square inch
Weight: 3/15 yards per
pound
Weave: 2 warp x 1 filler
Width: 35 inches
Length: Longfold, 60 yard
pieces
Shrinkage: Sanforized, less
than 1% shrinkage

COLOR: Simpson's #872 Blue, Fast
Color

SHIRT

Regulation Blue Police Shirt
including: Medium collar;
shoulder straps; two pockets
fully pleated, flaps and
pencil slot in left pocket,
badge holes and reinforcement;
full sleeves, pleated with
forearm button; imitation
pearl buttons, white; full
tails.

Sergeants and
Patrolmen assigned
to Motorcycle Duty
and Accident Pre-
vention Bureau

CLOTH

J. P. Steven's Camogab,
77% rayon, 23% wool.
Shrinkage: Cold water shrunk
Color: Vat-dyed fast color,
Navy blue
Shirt: Regulation police
shirt. Shoulder
straps and badge
holder; two flap
pockets; elbow
patches; neckband
lining of fast color
Nylon.
Cameron Number 306S.

AYES: Commissioners Blassinger, McKinnon,
Mellon

FRANCIS J. AHERN
CHIEF OF POLICE

P. C. NO. 4:
2-7-57

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICESan Francisco, California
WEDNESDAY, March 6, 1957PERMANENT ORDER NO. 5:SHOTGUN SAFETY RULES

The following safety rules shall be observed by members of the Department when handling shotguns.

1. Keep the muzzle pointing in a SAFE DIRECTION AT ALL TIMES.
- a. When loading or unloading in a Station, keep shotgun pointed at the sack of sand provided for that purpose.
2. Open the action EVERY TIME the gun is picked up.
 - a. Inspect barrel, chamber and action.
3. Safety must be kept ON SAFE until gun is cheeked (placing side of stock against the face), ready to fire.
4. Finger must be kept off of trigger and safety until ready to fire.
5. Be sure you know whether or not gun is cocked.
6. When unloading gun at end of watch (or any time) UNLOAD THROUGH THE LOADING GATE not by chambering each cartridge and ejecting through the action.
7. When storing guns be certain that the bolt is in the forward position after last cartridge is unloaded.
8. If gun does not seem to function the way it should forward it to the Police Pistol Range for a mechanical checking.
9. A copy of this order shall be posted at locations within this Department wherever shotguns are handled or stored.

FRANCIS J. AHEEN
CHIEF OF POLICEP. C. NO. 5:
3-6-57

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 6:

San Francisco, California
THURSDAY, March 7, 1957

1. At a meeting of the Police Commission, held on Monday, March 4, 1957, the following proceedings were had:

RULES AND REGULATIONS - AMENDED:

RESOLVED, that Rule 408, of the Rules and Regulations of the San Francisco Police Department be, and the same is hereby amended to read as follows:

Shall in all cases of homicide, prevent all persons, except members of the Department and deputies of the Coroner's AND DISTRICT ATTORNEY'S OFFICE, from entering the scene until a member of the Bureau of Inspectors arrives and takes charge.

AYES: Commissioners Bissinger, McKinnon
Mellon

Amended portion in full caps.

Francis J. Ahern
Chief of Police

P. O. NO. 6:
3-7-57

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICEPERMANENT ORDER NO. 2:San Francisco, California
THURSDAY, March 21, 1957

1. At a meeting of the Police Commission held on Monday, March 18, 1957, the following proceedings were had:

REGULATION UNIFORMS - EXTENSION IN DEADLINE

WHEREAS, it has been brought to the attention of the Police Commission that the tailoring firms supplying uniforms to members of the San Francisco Police Department are unable to furnish sufficient uniforms of the new regulation cloth in time to meet the deadline of April 1, 1957, as provided in Permanent Order No. 4, dated April 2, 1956; and

WHEREAS, a survey of the various uniform tailors disclosed that by July 1, 1957, they will be able to provide uniforms for all members of the department; therefore be it

RESOLVED, that due to the inability of members of the department to obtain the new type uniform before April 1, 1957, deadline, the Police Commission hereby extends the deadline to 8:00 a.m., July 1, 1957; and be it further

RESOLVED, that no petitions for further extensions of the July 1st deadline will be entertained by the Commission and none shall be submitted to them, and all members of the department required to wear uniforms shall provide themselves with the new regulation uniform by July 1, 1957, and no other type of uniform shall be worn after that date.

AYES: Commissioners Bissinger, McKinnon.

FRANCIS J. AHERN
CHIEF OF POLICE

P. O. NO. 2:
3-21-57

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 8:

San Francisco, California
FRIDAY, March 22, 1957

At a meeting of the Police Commission held on Monday, March 18, 1957, the following proceedings were had:

8. AMENDMENT OF THE UNIFORM SPECIFICATIONS:

RESOLVED, that the specifications for uniforms and equipment for members of the San Francisco Police Department be, and the same are hereby amended to read as follows:

Permanent Order NO. 4, dated April 2, 1956, page 7, Item No. 13

OFFICIAL UNIFORM SHIRTS

Chief, Deputy Chief,
Directors, Captains
and Lieutenants

White shirt, white turn-down starched or semi-soft collar.

Sergeants and Patrolmen
(Other than Motorcycle
Officers and Accident
Prevention Bureau Officers
and the Members of the
Mounted Detail)

CLOTH

Simpson's Soulette Poplin

Construction: 102 x 48
threads per square inch

Weight: 3/15 yards per
pound

Weave: 2 warp x 1 filler

Width: 35 inches

Length: Long, 60 yard
pieces

Shrinkage: Sanitized, less
than 1% shrinkage

COLOR: Simpson's No. 872 Blue,
Fast Color

SHIRT: Regulation Blue Police Shirt
including:

Medium collar; shoulder straps;
two pockets fully pleated,
flaps and pencil slot in left
pocket, badge holes, and
reinforcement; full sleeves,
pleated with forearm button;
imitation pearl buttons, white;
full tails.

Sergeants and Patrolmen
assigned to Motorcycle
Duty and Accident
Prevention Bureau and
Mounted Detail

CLOTH

J. P. Steven's Camogab, 77%
rayon, 23% wool

SHRINKAGE: Cold water shrunk.

COLOR: Vat-dyed fast color, Navy
Blue.

SHIRT:

Regulation police shirt.
Shoulder straps and badge
holder; two chest pockets;
elbow patch; neckband
lining of 100% color Nylon.
Cameron Number 3063

AYES: Commissioners Bissinger, McKinnon and Mellon

FRANCIS J. AHERN
CHIEF OF POLICE

San Francisco, California
THURSDAY, March 21, 1957

1. At a meeting of the Police Commission held on Monday, March 18, 1957, the following proceedings were had:

REGULATION UNIFORMS - EXTENSION IN DEADLINE

WHEREAS, it has been brought to the attention of the Police Commission that the tailoring firms supplying uniforms to members of the San Francisco Police Department are unable to furnish sufficient uniforms of the new regulation cloth in time to meet the deadline of April 1, 1957, as provided in Permanent Order No. 4, dated April 2, 1956; and

WHEREAS, a survey of the various uniform tailors disclosed that by July 1, 1957, they will be able to provide uniforms for all members of the department; therefore be it

RESOLVED, that due to the inability of members of the department to obtain the new type uniform before April 1, 1957, deadline, the Police Commission hereby extends the deadline to 8:00 a.m., July 1, 1957; and be it further

RESOLVED, that no petitions for further extensions of the July 1st deadline will be entertained by the Commission and none shall be submitted to them, and all members of the department required to wear uniforms shall provide themselves with the new regulation uniform by July 1, 1957 and no other type of uniform shall be worn after that date.

AYES: Commissioners Bissinger, McKinnon, Mellon

FRANCIS J. AHERN
CHIEF OF POLICE

P. O. NO. 7;
3-21-57

CORRECTED COPY,

CORRECTED COPY

RESOLVED, that Rule 405 or the rules and regulations of the San Francisco Police Department be, and the same is hereby amended to read as follows:

SICKNESS AND DISABILITY

405. Whenever a member is unable to report for duty at the prescribed time as a result of sickness or disability, he shall immediately report or cause to be reported that fact, to his Station or Bureau and promptly forward to his Commanding Officer a certificate signed by the attending qualified physician or surgeon. If notice is sent by telephone, the certificate shall be sent as soon as possible thereafter, provided however, that no certificate shall be sent by mail.

A MEMBER:

Shall not absent himself from duty on account of sickness or disability which is simulated. He shall not attempt to mislead or deceive his attending physician or the police surgeon.

Shall, while absent from duty on account of sickness or disability, strictly comply with the instruction of the police surgeon and remain at his residence, unless otherwise authorized by said surgeon.

Shall, when absent from duty on account of contagious disease resulting in quarantine of his residence, remain in such residence unless otherwise authorized by the police surgeon.

Shall, when he comes in contact with the person having a contagious disease or when he has been exposed to contagion, immediately report such fact to his platoon commander and make written report to his commanding officer.

Shall not apply for treatment or obtain a certificate for sickness or disability from the police surgeon.

THE PLATOON COMMANDER:

Shall, while in his station during his tour of duty, receive certificates showing sickness or disability of members of his company or unit. Upon receipt of a certificate, he shall enter thereon the exact time and date received with his signature and title of rank. If a certificate is brought to his station during his temporary absence, the officer in charge in the station shall enter on the said certificate the data herein prescribed. No certificate will be accepted if the signature of the attending physician or surgeon is signed with a stamp.

Shall, when a certificate is received showing sickness or disability incapacitating a member from duty, make entry in the record book kept for that purpose of the following particulars:

112
CORRECTED COPY

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
THURSDAY, March 21, 1957

PERMANENT ORDER NO. 7:

1. At a meeting of the Police Commission held on Monday, March 18, 1957, the following proceedings were had:

REGULATION UNIFORMS - EXTENSION IN DEADLINE

WHEREAS, it has been brought to the attention of the Police Commission that the tailoring firms supplying uniforms to members of the San Francisco Police Department are unable to furnish sufficient uniforms of the new regulation cloth in time to meet the deadline of April 1, 1957, as provided in Permanent Order No. 4, dated April 2, 1956; and

WHEREAS, a survey of the various uniform tailors disclosed that by July 1, 1957, they will be able to provide uniforms for all members of the department; therefore be it

RESOLVED, that due to the inability of members of the department to obtain the new type uniform before April 1, 1957, deadline, the Police Commission hereby extends the deadline to 8:00 a.m., July 1, 1957; and be it further

RESOLVED, that no petitions for further extensions of the July 1st deadline will be entertained by the Commission and none shall be submitted to them, and all members of the department required to wear uniforms shall provide themselves with the new regulation uniform by July 1, 1957 and no other type of uniform shall be worn after that date.

AYES: Commissioners Bissinger, McKinnon,
Mellon

FRANCIS J. AHEARN
CHIEF OF POLICE

P. O. NO. 7:
3-21-57

CORRECTED COPY,

CORRECTED COPY

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 9:

San Francisco, California
FRIDAY, April 26, 1957

1. At a meeting of the Police Commission held on Monday, April 22, 1957, the following proceedings were had:

RULES AND REGULATIONS AMENDED:

RESOLVED, that Rule 405 of the Rules and Regulations of the San Francisco Police Department be, and the same is hereby amended to read as follows:

SICKNESS AND DISABILITY

405. Whenever a member is unable to report for duty at the prescribed time as a result of sickness or disability, he shall immediately report or cause to be reported that fact, to his Station or Bureau and promptly forward to his Commanding Officer a certificate signed by the attending qualified physician or surgeon. If notice is sent by telephone, the certificate shall be sent as soon as possible thereafter, provided however, that no certificate shall be sent by mail.

A MEMBER:

Shall not absent himself from duty on account of sickness or disability which is simulated. He shall not attempt to mislead or deceive his attending physician or the police surgeon.

Shall, while absent from duty on account of sickness or disability, strictly comply with the instruction of the police surgeon and remain at his residence, unless otherwise authorized by said surgeon.

Shall, when absent from duty on account of contagious disease resulting in quarantine of his residence, remain in such residence unless otherwise authorized by the police surgeon.

Shall, when he comes in contact with the person having a contagious disease or when he has been exposed to contagion, immediately report such fact to his platoon commander and make written report to his commanding officer.

Shall not apply for treatment or obtain a certificate for sickness or disability from the police surgeon.

THE PLATOON COMMANDER:

Shall, while in his station during his tour of duty, receive certificates showing sickness or disability of members of his company or unit. Upon receipt of a certificate, he shall enter thereon the exact time and date received with his signature and title of rank. If a certificate is brought to his station during his temporary absence, the officer in charge in the station shall enter on the said certificate the data herein prescribed. No certificate will be accepted if the signature of the attending physician or surgeon is signed with a stamp,

Shall, when a certificate is received showing sickness or disability incapacitating a member from duty, make entry in the record book kept for that purpose of the following particulars:

P. O. NO. 9:
--26-57

- (a) Time and date of receipt of certificate.
- (b) Full name and rank of member.
- (c) Name of member receiving certificate.
- (d) Cause of sickness or disability as shown in certificate.
- (e) Name of attending physician subscribed on certificate.

Upon return to duty of person named in said certificate, entry shall be made in said record book showing time and date of return to duty.

Shall, when a member is reported to him as being disabled, require such person to make an immediate written report, if possible, showing the cause of the alleged disability and the manner in which it was sustained. He shall detail a superior officer to investigate whether or not the disability was sustained in the performance of police duty, and whether he was on or off duty at the time. The superior officer detailed shall make a written report of his investigation and state therein whether or not the report made by the disabled person is true. In case the injured person is unable to make his report, it shall be made by another officer or by the visiting superior officer.

Members of the Department shall be entitled to sick leaves and disability leaves with full pay subject to provisions of this rule as hereinafter defined.

A leave of absence granted under this rule with full pay because of illness or injury not incurred in the course of employment shall be known as "Sick Leave".

A leave of absence granted under this rule with full pay for one of the following causes shall also be known as "Sick Leave".

- (a) Absence due to quarantine established and declared by the Department of Public Health or other competent authority, and shall be for the period of quarantine only.
- (b) Absence necessitated by death of mother, father, husband, wife, child, brother or sister; provided that in such case the leave shall not extend beyond the date of burial of said deceased person, or shall not extend beyond the third day after the date of death of such relative, whichever is the earlier.
- (c) Absence necessitated by death of other relatives; but leave with pay in such cases shall be for not more than one day to permit attendance at the funeral of said person.

Members of the Department who have regularly occupied their positions continuously for at least one year, shall be entitled to two weeks sick leave with full pay, annually, during their employment in the Department. Such annual sick leave of two weeks, with pay, when not used, shall be cumulative, but the accumulated unused period of sick leave shall not exceed six months regardless of length of service.

April 26, 1957

ACCUMULATED SICK LEAVE WITH SALARY MAY BE USED BY MEMBERS, WHO ARE ABSENT FROM DUTY BECAUSE OF INCAPACITY RESULTING FROM BODILY INJURY RECEIVED IN OR ILLNESS CAUSED BY THE PERFORMANCE OF DUTY, FOR TIME AFTER THE EXPIRATION OF THE PERIOD DURING WHICH DISABILITY BENEFITS ARE PAYABLE UNDER SECTION 172 OF THE CHARTER. THE AMOUNTS OF SUCH SALARY PAID UNDER THIS PARAGRAPH SHALL NOT BE MORE THAN SUFFICIENT, WHEN ADDED TO DISABILITY INDEMNITY, IF ANY, PAID AS PROVIDED BY LAW TO MEMBERS SO INCAPACITATED, TO EQUAL THE NORMAL RATE OF SALARIES OF SUCH MEMBERS, IN THEIR RESPECTIVE MUNICIPAL POSITIONS FOR THEIR REGULAR WORK SCHEDULES EFFECTIVE AT THE COMMENCEMENT OF THE DISABILITY. SUCH SICK LEAVE SALARIES SHALL BE AUTHORIZED ON SEPARATE PAYROLLS OR TIME ROLLS PREPARED BY THE DEPARTMENT IN WHICH THE OFFICER OR EMPLOYEE IS ENGAGED ONLY AFTER CERTIFICATION BY THE RETIREMENT BOARD OF THE AMOUNT, IF ANY, OF SAID DISABILITY INDEMNITY BENEFIT PAID FOR THE PERIOD.

IN CASES WHERE SUCH SALARY HAS BEEN PAID BECAUSE OF AN ABSENCE DUE TO INCAPACITY NOT THEN KNOWN TO ENTITLE THE MEMBERS TO SUCH DISABILITY INDEMNITY, AND SUBSEQUENTLY IT IS DETERMINED BY THE RETIREMENT BOARD THAT THE OFFICER OR EMPLOYEE IS ENTITLED TO DISABILITY INDEMNITY PAYMENTS DURING SUCH PERIOD, THEN PROVISIONS SHALL BE MADE FOR REIMBURSEMENT TO THE APPROPRIATE CITY AND COUNTY FUND OF AN AMOUNT DERIVED FROM SUCH DISABILITY PAYMENTS AS SHALL REDUCE THE AMOUNT OF SICK LEAVE SALARY PAID FROM SUCH FUND, TO WHAT IT WOULD HAVE BEEN IF SUCH SALARY HAD BEEN PAID UNDER THE LIMITATION PROVIDED ABOVE, NAMELY, THAT SUCH SALARY PAID WHEN ADDED TO THE DISABILITY INDEMNITY PAYMENTS TO WHICH THE OFFICER OR EMPLOYEE SUBSEQUENTLY BECAME ENTITLED SHALL NOT EXCEED THE NORMAL SALARY RATE OF THE MEMBERS, AND A RECORD OF THE MEMBER'S EARNED AND UNUSED SICK LEAVE CREDITS SHALL BE ADJUSTED ACCORDINGLY. PAYMENT OF SICK LEAVE SALARY FOLLOWED BY REIMBURSEMENT TO THE APPROPRIATE CITY AND COUNTY FUND FROM SUCH DISABILITY INDEMNITY BENEFITS SHALL BE IN SATISFACTION AND DISCHARGE OF THE OBLIGATION OF THE CITY AND COUNTY TO PAY SUCH BENEFITS UP TO THE AMOUNT OF SUCH BENEFITS USED AS REIMBURSEMENT.

Members shall be entitled to an accumulation of two weeks sick leave with pay for each year of service, in addition to sick leave necessitated because of absence due to quarantine or death of relatives until the maximum of six months accumulation has been reached at which time deduction shall be made from accumulated sick leave credits of any absences due to quarantine or death of relatives, provided that when said maximum accumulation of six months has been reached, and thereafter part of said maximum of six months has been used, the used part of said maximum may again be replenished at the rate of two weeks for each subsequent year of service. Sick leaves with pay allowed since the present charter became effective on January 8, 1932, shall be deducted from the above-mentioned accumulations.

A leave of absence due to disability caused by illness or injury arising out of and in the course of employment shall be known as disability leave.

P. O. NO. 9:

Page - 4 -

April 26, 1957

Members of the Department who are absent from duty because of disability arising out of and in the course of employment shall be entitled to full pay; the extent of such absence shall be determined by the Retirement Board as provided for in Section 172 of the Charter.

The benefits obtainable under this rule shall automatically terminate on the date of retirement on pension of such member receiving benefits thereunder.

Sick leave with pay granted under this rule shall be indicated on pay rolls and time sheets by the letters "S.P." (Sick leaves with full pay) and disability leaves with pay granted under this rule shall be indicated on pay rolls and time sheets by the letters "D.P." (Disability leave with full pay).

(Part in Full Caps is amended portion.)

AYES: COMMISSIONERS BISSINGER, MCKINNON,
MELLON.

Amended

FRANCIS J. AHERN
CHIEF OF POLICE

P. O. NO. 9:
4-26-57

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 10:

San Francisco, California
WEDNESDAY, June 26, 1957

1. At a meeting of the Police Commission held on Monday, June 17, 1957, the following proceeding was had:

RULES AND REGULATIONS - AMENDED:

RESOLVED, that Rule 153 of the Rules and Regulations of the San Francisco Police Department be amended to read as follows:

A Captain:

153. Shall in the event of the arrest or misconduct of a member of his command within any Police District make an immediate and personal investigation of the circumstances connected with the event and report thereon to the Chief.

In addition to other pertinent data, such report shall contain detailed statements in question and answer form, from the member involved and other material witnesses covering the pertinent facts and circumstances of the incident together with his conclusions and recommendations. He shall be held strictly accountable for the proper conduct of the investigation.

AYES: Commissioners Bissinger, McKinnon, Mellon

2. Company Commanders and Acting Company Commanders conducting investigations and taking question and answer statements, in compliance with Rule 153, as amended, may obtain stenographic assistance, if required, by contacting the Chief's Office between the hours of 8:00 a.m. and 6:00 p.m., daily except Sundays, or the Bureau of Inspectors Office between 6:00 p.m. and 8:00 a.m., daily including Sundays and the Officer-in-Charge contacted will make necessary arrangements to provide clerical assistance as requested. Stenographic personnel furnished shall consist of General Clerk-Stenographers presently employed in Headquarters Company or the Bureau of Inspectors.

FRANCIS J. AHERN
CHIEF OF POLICE

P. O. NO. 10:
6-26-57

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
FRIDAY, August 16, 1957

PERMANENT ORDER NO. 11:

INTERIM PUBLIC ALERT COMMUNICATIONS PROGRAM

1. Effective at 8:00 a.m., Wednesday, August 21, 1957, an interim public alert communications program is hereby established. Its purpose is to provide a method whereby commercial radio and television facilities would be employed to disseminate information and instructions to the public when such procedure has been necessitated by an unusual circumstance of widespread effect. The program would be used whenever its employ would enhance the saving of life or property, avoidance of great public inconvenience, or alleviating unwarranted concern occasioned by an exceptional incident.
- 2a. The officer in charge of the Bureau of Communications shall issue a "public alert" message whenever requested by a superior officer at the scene of an incident, or by a superior officer not at the location, but charged with controlling operations of the Police Department. If the officer in charge of the Bureau of Communications, due to information at his disposal, believes it advisable to issue a "public alert" message at any time, he may do so without further authorization.
- b. Upon the receipt of information of the existence of a situation justifying the release of a "public alert" message, the on-duty members of the Bureau of Communications shall:
 - (1) Record the essential factual data regarding the incident on the "public alert" message form provided for that purpose.
 - (2) Shall be prompt in the dispatch of such police personnel and equipment to the scene as may be available or required or deploy the same in such manner as to assist in effecting a police control of the area.
 - (3) Shall make proper notification of other emergency services as may be required in view of the circumstances associated with the incident.
 - (4) The "public alert" message cancellation shall be recorded on the message form provided for that purpose.
3. A "public alert" message shall be logged in the usual manner. Each message shall be preceded by the following announcement: "A public alert message will be broadcast in one minute". The actual "public alert" message shall be preceded by the words: "This is an official public alert message released by the San Francisco Police Department (if at the request of another city department, the following will be added: at the request of the San Francisco Health or Fire Department or Department of Public Works, etc., whichever is correct.) Each initial broadcast shall be repeated in its entirety immediately, and after that shall be rebroadcast as deemed necessary. The "public alert" shall be cancelled when a decision is reached that the incident warranting said message has been mitigated.
4. The provisions of this order shall not apply to warborne emergencies, nor shall they be construed to supersede any principle of the Police Annex, San Francisco Disaster Operations Plan; or of the Limited Disaster Operations Plan, Permanent Order No. 9, of August 27, 1956.

THOMAS J. CAHILL
DEPUTY CHIEF OF POLICE

SEE P. 119

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
TUESDAY, August 20, 1957

PERMANENT ORDER NO. 11

INTERIM PUBLIC INFORMATION COMMUNICATIONS PROGRAM

1. Effective at 8:00 a.m., Monday, August 26, 1957, an interim public information communications program is hereby established. Its purpose is to provide a method whereby commercial radio and television facilities would be employed to disseminate information and instructions to the public when such procedure has been necessitated by an unusual circumstance of widespread effect. The program would be used whenever its employ would enhance the saving of life or property, avoidance of great public inconvenience, or alleviating unwarranted concern occasioned by an exceptional incident.
- 2a. The officer in charge of the Bureau of Communications shall issue a "public information" message whenever requested by a superior officer at the scene of an incident, or by a superior officer not at the location, but charged with controlling operations of the Police Department. If the officer in charge of the Bureau of Communications, due to information at his disposal, the authenticity of which has been verified; believes it advisable to issue a "public information" message at any time, he may do so without further authorization.
- b. Upon the receipt of information of the existence of a situation justifying the release of a "public information" message, the on-duty members of the Bureau of Communications shall:
 - (1) Record the essential factual data regarding the incident on the "public information" message form provided for that purpose.
 - (2) Shall be prompt in the dispatch of such police personnel and equipment to the scene as may be available or required or deploy the same in such manner as to assist in effecting a police control of the area.
 - (3) Shall make proper notification of other emergency services as may be required in view of the circumstances associated with the incident.
 - (4) The "public information" message cancellation shall be recorded on the message form provided for that purpose.
3. A "public information" message shall be logged in the usual manner. Each message shall be preceded by the following announcement: "A public information message will be broadcast in one minute". The actual "public information" message shall be preceded by the words: "This is an official public information message released by the San Francisco Police Department (if at the request of another city department, the following will be added: at the request of the San Francisco Health or Fire Department or Department of Public Works, etc., whichever is correct.) Each initial broadcast shall be repeated in its entirety immediately, and after that shall be rebroadcast as deemed necessary. The "public information" message shall be cancelled when a decision is reached that the incident warranting said message has been mitigated.
4. The provisions of this order shall not apply to warborne emergencies, nor shall they be construed to supersede any principle of the Police Annex, San Francisco Disaster Operations Plan; or of the Limited Disaster Operations Plan, Permanent Order No. 9, of August 27, 1956.

THOMAS J. CAHILL
DEPUTY CHIEF OF POLICE

F.O. NO. 11
8-20-57

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1957

SAN FRANCISCO POLICE DEPARTMENT

MESSAGE TRANSMISSION REQUEST

TO Company Commanders

DATE August 29, 1957.

ADDRESS _____

DETAIL Chief's Office BY Sergeant W.J. O'Brien APPROVED _____

RADIO	<input type="checkbox"/>	ALL POINTS BULLETIN	<input type="checkbox"/>	NIGHT LETTER TELEGRAM	<input type="checkbox"/>
LOCAL TELETYPE	<input checked="" type="checkbox"/>	STRAIGHT TELEGRAM	<input type="checkbox"/>	CHARGE WIRE TO US	<input type="checkbox"/>
STATE TELETYPE	<input type="checkbox"/>	DAY LETTER TELEGRAM	<input type="checkbox"/>	COLLECT FROM OTHER END	<input type="checkbox"/>

Re Permanent Order No. 11, dated August 20, 1957.

Immediately preceding the statement, "A Public Information Message will be broadcast in one minute" by the Bureau of Communications, a four-second steady tone signal will be transmitted over KMA-438.

2911
LOCAL TELETYPE

*cc - To H.K.
Harrington for to
attach to Per Order*

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 13:

San Francisco, California
MONDAY, September 30, 1957

- Repeating PERMANENT ORDER NO. 2, Paragraph 1, issued on Friday, September 9, 1938, for the information and guidance of members of this Department.
1. In the future, the following procedure shall be followed in forwarding property taken from prisoners and property booked as evidence from stations to the Property Clerk's Office, and you shall instruct Station Keepers and desk clerks accordingly:

All property taken from persons arrested and charged with crime and all property taken as evidence, (except property or evidence too bulky to be readily handled), shall be forwarded from stations where received to the City Prison with the transfer of prisoners at 4:00 a.m., each day.

When property is booked or evidence taken after 4:00 a.m. and before 8:00 a.m., such property will be forwarded at 8:00 a.m., with the reports as at present.

Stations having no transfer to make at 4:00 a.m., shall send the property to the nearest station having a transfer to make at that time, getting proper receipt for same on cards provided. Such cards to be made a station record.

Radio Car Crews bringing reports to headquarters at 8:00 a.m., shall PICK up the leather property pouches at the Property Clerk's Office and return them to their respective stations.

The Officer in Charge of the City Prison shall forward all property with arrest cards to the Property Clerk's Office promptly at 8:00 a.m.

FRANCIS J. AHERN
CHIEF OF POLICE

270
120

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
MONDAY, September 16, 1957

PERMANENT ORDER NO. 12:

1. ARREST PROCEDURE VIOLATION OF SECTION 152 OF THE POLICE CODE (DRUNK IN PUBLIC PLACE)
1. Effective at 8:00 a.m., MONDAY, September 16, 1957 the following procedure shall apply with reference to Processing Persons charged with violation of Section 152 of the Police Code.
2. When an arrest is made for violation of Section 152 an Offense Report need no longer be made, EXCEPT in the following cases:
 - (a) When a person arrested is removed from a private premises
 - (b) Where the person requires medical treatment
 - (c) Where because of unusual circumstances surrounding the arrest, sound discretion would dictate that an Offense Report be made setting forth the full particulars of the arrest . . .
3. In those instances where more than one (1) person is arrested on this charge at the same time and place, all such arrests shall be reported on the one Offense Report Form, if such be required as indicated by Paragraph 2 above.
4. An Arrest Card shall be made for each person arrested and shall be completed in the prescribed manner. Arrest Cards shall be forwarded to the City Prison in accordance with the established Rules and Regulations of this Department.
5. Persons charged with violation of Section 152 of the Police Code shall be transferred to the City Prison in the normal manner to facilitate their appearance in Court.
6. Persons arrested and charged with violation of Section 152 of the Police Code who subsequent to their detention are adjudged sober by the Station Keeper, may be released upon bail as prescribed, in which case properties may be returned to the defendant as governed by Rules 257, 257a and 257b of the Rules and Regulations of this Department.
7. This Order rescinds in its entirety Permanent Order No. 8 of July 20, 1956.

* * * * *

8. REPEATING TELETYPE MESSAGE 7011, DATED AUGUST 29, 1957:
RE PERMANENT ORDER NO. 11, DATED AUGUST 20, 1957:
IMMEDIATELY PRECEDING THE STATEMENT, "A PUBLIC INFORMATION MESSAGE WILL BE BROADCAST IN ONE MINUTE" BY THE BUREAU OF COMMUNICATIONS. A FOUR SECOND STEADY TONE SIGNAL WILL BE TRANSMITTED OVER KMA 438

* * * * *

FRANCIS J. AHERN
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 1:

San Francisco, California
TUESDAY, January 14, 1958

"A revised Police Annex, San Francisco Disaster

Operations Plan, is being distributed herewith,
and shall serve as the disaster mobilization
and operational plan of this Department.

Several new procedures have been incorporated
and all members shall be familiarized with
its amended concepts. A copy of the
Annex shall be kept in a conspicuous place

of each Station and Bureau for reference
of personnel. All previous issues and
amendments are superseded, and copies
shall be destroyed."

FRANCIS J. AHERN
CHIEF OF POLICE

P. O. NO. 1:
1-14-58

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICEPERMANENT ORDER NO. 14:San Francisco, California
THURSDAY, November 21, 1957

1. At a meeting of the Police Commission held on MONDAY, November 18, 1957, the following proceedings were had:

RULES AND REGULATIONS - AMENDED:

RESOLVED, that the Rules and Regulations of the San Francisco Police Department be amended to include the following:

Service of Charges:

323A: When a member is temporarily suspended pending the hearing of charges, the said charges shall be heard by the board not more than thirty (30) days after the date of suspension. If a hearing shall be delayed beyond such time by the act or at the request of the accused member, the additional time requested shall be construed to be "Leave of Absence Without Pay" and shall be processed accordingly.

AYES: Commissioners Bissinger, McKinnon

ABSENT: Commissioner Mellon.

FRANCIS J. AHERN
CHIEF OF POLICEP. O. No. 14:
11-21-57

PERMANENT ORDER NO. 2: - - - - Page - 2 - - - - February 13, 1958

UNDER THE CAPTION "POLICE SURGEON" (AMENDMENT): (Cont'd)

If examination discloses that the member is incapacitated from duty as a result of careless, vicious, improper or immoral conduct, or is insane or mentally deficient, that fact shall be reported to the Chief.

UNDER THE CAPTION "MOUNTED SERVICE" (NEW RULE):

231. Chief of Police shall detail a member of the Department of the rank of Sergeant or higher as Supervising Officer, Mounted Service, who shall answer directly to the Supervising Captain. He shall select Mounted Personnel in the number ordered to appear in parades or other functions and shall be responsible for the transportation of mounts and equipment.

UNDER THE CAPTION "MOUNTED SERVICE" (AMENDMENT):

The heading immediately preceding Rule 232 "The Inspector of Horses and Equipment" is hereby amended to read:

THE SUPERVISING OFFICER, MOUNTED UNIT

AYES: Commissioners McKinnon, Bissinger
Mellon

FRANCIS J. AHERN
CHIEF OF POLICE

P. O. NO. 2:
2-13-58

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
THURSDAY, February 13, 1958

PERMANENT ORDER NO. 2:

1. At a meeting of the Police Commission held on Monday, February 10, 1958, the following proceeding was had:

RULES AND REGULATIONS AMENDED:

RESOLVED, that the Rules and Regulations of the San Francisco Police Department be, and they are hereby amended as follows:

UNDER THE CAPTION "DEPARTMENT SECRETARY" (AMENDMENT):

34. Shall subject to the orders of the Chief have immediate supervision over the following named units of the department:

1. General Office
2. Permits and Registration
3. Property Division
 - a. Garage Section
 - b. Supply Section
 - c. Prisoner's Property
 - d. Police Arsenal (Hall of Justice)

UNDER THE CAPTION "SUPERVISING CAPTAIN" (AMENDMENT):

37. Shall have general supervision over the various Districts, the City Prison and the Mounted Unit. He shall be responsible for the proper enforcement of all penal laws and ordinances and the rules and procedures of the Department by District Commanders, the Commanding Officer of the City Prison and the Supervising Officer of the Mounted Unit.

He shall at unannounced and irregular intervals visit the Districts, the City Prison and the Police Stables to observe and inspect members and equipment.

He shall frequently inspect Station and Prison records and require that they be properly kept.

41. Shall attend roll calls at frequent intervals observing the manner in which they are conducted and the condition of the men as to uniforms and equipment when reporting on or off. He shall make necessary corrections in improper procedures or unfavorable conditions.

UNDER THE CAPTION "DIRECTOR OF PERSONNEL" (NEW RULE):

53a. Shall have immediate supervision over the Police Range and the personnel assigned thereto.

UNDER THE CAPTION "POLICE SURGEON" (AMENDMENT):

126. Shall report to the Director of Personnel.

He shall receive the certificates and reports of members reporting sick or disabled.

127. Shall, upon notice that a member has reported sick or disabled, visit and examine said member without delay. If the examination shows that said member is incapacitated from the performance of police duty, record of same shall be made by him. During the period of said member's incapacitation from police work, he shall be visited at frequent intervals by the Police Surgeon or the Personnel Sergeant assigned to assist the Police Surgeon, and when he has sufficiently recovered, said member shall be ordered to report for duty. No member shall return to duty after a sickness or disability leave without the authorization of the Police Surgeon or the Personnel Sergeant acting in his stead.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 4:

San Francisco, California
FRIDAY, March 28, 1958

CENTRAL WARRANT BUREAU

1. Effective at 8:00 a.m., MONDAY, March 31, 1958, there shall be established in this Department a Central Warrant Bureau for the service of traffic warrants. This Bureau shall be located in Room 20, City Hall.

2. Effective at 8:00 a.m., April 1, 1958, this Central Warrant Bureau shall become operative on a 24-hour, 7-day-a-week basis, for the service of such traffic warrants and for the dissemination of information regarding such warrants to all Department personnel.

3. FIELD CHECKS BY RADIO OR TELEPHONE:

Personnel operating in the field may secure warrant information by radio in the following manner:

Each such request shall be preceded by the statement: "Traffic Warrant Check". The requesting officer shall then give the name, birth date and vehicle license number of the person in question. Such checks, wherever possible, shall be made by telephone, to the exclusion of radio, by calling Locals 435 or 436.

4. BAIL:

District Stations shall continue to receive and forward bail on such warrants, as at present.

The warrant number shall be obtained by calling Local 435 or 436.

5. RETENTION OF WARRANTS:

All warrants shall be physically retained at the Central Warrant Bureau and shall not be released therefrom unless recalled by the Court issuing same, or until the warrant is served.

Station keepers or prison keepers shall not require the actual warrant, but shall secure the warrant number from the Central Warrant Bureau.

FRANCIS J. AHERN
CHIEF OF POLICE

P. O. NO. 4:
3-28-58

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
WEDNESDAY, February 19, 1958

PERMANENT ORDER NO. 3:

1. Paragraph 2 of Permanent Order No. 2, dated January 29, 1957, is hereby amended to read as follows:

At a meeting of the Police Commission held on Wednesday, January 23, 1957, the following proceedings were had:

RULES AND REGULATIONS AMENDED:

RESOLVED, that Rule 428A of the Rules and Regulations of the San Francisco Police Department be, and the same is hereby amended to read as follows:

"Shall, within twenty-four hours after tender or receipt of a fee for testifying in either a civil or criminal proceeding, which fee is in excess of the legal fee set forth in Section 1885 of the Code of Civil Procedure, or for being interviewed in connection with a civil or criminal proceeding, make written application to the Board for permission to receive said fee."

AYES: Commissioners McKinnon, Bissinger,
Mellon.

2. The word "fee" as mentioned in this Rule shall mean a check made payable to the Officer or Officers concerned.

FRANCIS J. AHERN
CHIEF OF POLICE

P. O. NO. 3:
2-19-58

PERMANENT ORDER NO. 6:

San Francisco, California
FRIDAY, October 3, 1958

1. Effective at 8:00 a.m., SUNDAY, October 5, 1958 the boundaries of the Potrero and Mission Police Districts will be revised in accordance with the following Resolution:

(THE REVISED PORTION OF THE BOUNDARIES ARE UNDERLINED)

At a meeting of the Police Commission held on Monday, September 29, 1958, the following proceeding was had:

POLICE DISTRICT BOUNDARIES REVISED

RESOLVED that the recommendation of Chief of Police Thomas J. Cahill to revise the boundaries of the Potrero and Mission Police Districts as outlined below be and the same is hereby approved.

COMPANY "C" - POTRERO DISTRICT

Beginning at the intersection of the center lines of Sixteenth Street and the waters of the San Francisco Bay; thence southerly along the waters of the San Francisco Bay to the intersection with the San Mateo County Line; thence westerly along the San Mateo County Line to the intersection with the center line of Cordova Street; thence northwesterly along the center line of Cordova Street to the center line of Naples Street; thence northeasterly along the center line of Naples Street to the center line of Silver Avenue; thence easterly along the center line of Silver Avenue to the center line of Bowdoin Street; thence northerly along the center line of Bowdoin Street to the center line of Alemany Boulevard; thence northeasterly along the center line of Alemany Boulevard to the west line of the James Lick Memorial Freeway to the south line of Army Street; thence northerly and easterly along the center line of the Freeway to the center line of Sixteenth Street; thence easterly along the center line of Sixteenth Street to the waters of the San Francisco Bay and the point of commencement.

COMPANY "D" - MISSION DISTRICT

Beginning at the intersection of the center line of Eleventh Street and the center line of Market Street; thence southerly along the center line of Eleventh Street to the center line of Division Street; thence easterly along the center line of Division Street to the center line of Vermont Street; thence southerly along the center line of Vermont Street to the center line of Sixteenth Street; thence easterly along the center line of Sixteenth Street to the center line of the James Lick Memorial Freeway; thence southerly along the center line of the James Lick Memorial Freeway to the center line of Army Street; thence westerly along the center line of Army Street and its prolongation to the center line of Portola Drive; thence westerly along the center line of Portola Drive to the center line of Twin Peaks Boulevard; thence northerly along the center line of Twin Peaks Boulevard to the center line of Clayton Street; thence northeasterly along the center line of Clayton Street to the center line of the prolongation of Upper Terrace; thence northeasterly along the center line of Upper Terrace to the center line of Buena Vista Avenue East; thence northeasterly along the center line of Buena Vista Avenue East to the center line of Duboce Avenue; thence easterly along the center line of Duboce Avenue to the center line of Market Street; thence northeasterly along the center line of Market Street to the center line of Eleventh Street and the point of commencement.

AYES: Commissioners McKinnon, Bissinger, Mellon

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California

PERMANENT ORDER NO. 5: FRIDAY, April 11, 1958

CHANGE OF HEADQUARTERS - AUXILIARY POLICE RESERVE

1. Paragraph 1, Permanent Order No. 16, August 1, 1951, establishing locations of Auxiliary Police Reserve Companies, is hereby amended as follows:
Effective at 8:00 a.m., April 14, 1958, the Mission Company shall become the Potrero Company, with its Headquarters established in the abandoned Potrero Emergency Hospital Building, 2310 Third Street. The Company and its Liaison Officer shall be under the jurisdiction of the Commanding Officer, Potrero Station, and the unit shall be known as Company "C", Auxiliary Police Reserve.

FRANCIS J. AHERN
CHIEF OF POLICE

P. O. NO. 5:
4-11-58

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
WEDNESDAY, October 22, 1958

PERMANENT ORDER NO. 8:

- 1, At a meeting of the Police Commission held on Monday, October 20, 1958, the following proceeding was had:

RULES AND REGULATIONS AMENDED:

RESOLVED, that Rule 405 of the Rules and Regulations of the San Francisco Police Department be, and the same is hereby amended to read as follows:

SICKNESS AND DISABILITY

405. Whenever a member is unable to report for duty at the prescribed time as a result of sickness or disability, he shall immediately report or cause to be reported that fact, to his Station or Bureau and promptly forward to his Commanding Officer a certificate signed by the attending qualified physician or surgeon. If notice is sent by telephone, the certificate shall be sent as soon as possible thereafter, provided however, that no certificate shall be sent by mail.

A MEMBER:

Shall not absent himself from duty on account of sickness or disability which is simulated. He shall not attempt to mislead or deceive his attending physician or the police surgeon.

Shall, while absent from duty on account of sickness or disability, strictly comply with the instruction of the police surgeon and remain at his residence, unless otherwise authorized by said surgeon.

Shall, when absent from duty on account of contagious disease resulting in quarantine of his residence, remain in such residence unless otherwise authorized by the police surgeon.

Shall, when he comes in contact with the person having a contagious disease or when he has been exposed to contagion, immediately report such fact to his platoon commander and make written report to his Commanding Officer.

Shall not apply for treatment or obtain a certificate for sickness or disability from the police surgeon.

THE PLATOON COMMANDER:

Shall, while in his station during his tour of duty, receive certificates showing sickness or disability of members of his company or unit. Upon receipt of a certificate, he shall enter thereon the exact time and date received with his signature and title of rank. If a certificate is brought to his station during his temporary absence, the officer in charge in the station shall enter on the said certificate the data herein prescribed. No certificate will be accepted if the signature of the attending physician or surgeon is signed with a stamp.

- Shall, when a certificate is received showing sickness or disability incapacitating a member from duty, make entry in the record book kept for that purpose of the following particulars:

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 7:

San Francisco, California
FRIDAY, October 10, 1958

CIVIL DEFENSE CONTROL CENTERS

1. Permanent Order No. 12, issued December 6, 1956, naming members assigned to the two Civil Defense Control Centers in emergencies, shall be amended to read as follows:
 - a. Master Control Center (Youth Guidance Center)
 - (1) Deputy Chief Alfred Nelder
 - (2) Director of Traffic I. Thomas Zaragoza
 - (3) Inspector William Osterloh
 - (4) Officer Julius von Nostitz
 - b. Alternate Control Center (Hassler Health Home, Redwood City)
 - (1) Supervising Captain Philip Kiely
 - (2) Captain of Traffic Edward Moody
 - (3) Sergeant Vincent McCarthy
 - (4) Sergeant Floyd Gress

THOMAS J. CAHILL
CHIEF OF POLICE

P. O. NO. 7:
10-10-58

October 22, 1958

MEMBERS OF THE DEPARTMENT UNDER PERMANENT APPOINTMENT WHO HAVE REGULARLY OCCUPIED THEIR POSITIONS FOR AT LEAST ONE MONTH SHALL BE ENTITLED TO SICK LEAVE WITH FULL PAY AT THE RATE OF TWO WEEKS FOR EACH YEAR OF SERVICE, OR, WHEN LESS THAN A FULL YEAR OF SERVICE IS INVOLVED, ON A PRO-RATA BASIS FOR EACH MONTH OF SERVICE.

MEMBERS WHO HAVE OCCUPIED THEIR POSITIONS UNDER TEMPORARY APPOINTMENT CONTINUOUSLY FOR AT LEAST ONE YEAR AND WHO THEREAFTER ARE ABSENT BECAUSE OF ILLNESS OR INJURY AS DEFINED IN SECTION 1 AND 2 OF RULE 32 OF THE CIVIL SERVICE RULES SHALL BE ENTITLED TO SICK LEAVE WITH FULL PAY DURING THEIR OCCUPANCY OF SUCH POSITIONS AT THE RATE OF TWO WEEKS FOR EACH YEAR OF SERVICE.

SUCH SICK LEAVE WITH PAY, WHEN NOT USED, SHALL BE CUMULATIVE, BUT THE ACCUMULATED, UNUSED PERIOD OF SICK LEAVE SHALL NOT EXCEED SIX MONTHS, REGARDLESS OF LENGTH OF SERVICE.

Accumulated sick leave with salary may be used by members, who are absent from duty because of incapacity resulting from bodily injury received in or illness caused by the performance of duty, for time after the expiration of the period during which disability benefits are payable under Section 172 of the Charter. The amounts of such salary paid under this paragraph shall not be more than sufficient, when added to disability indemnity, if any, paid as provided by law to members so incapacitated, to equal the normal rate of salaries of such members, in their respective municipal positions for their regular work schedules effective at the commencement of the disability. Such sick leave salaries shall be authorized on separate payrolls or time rolls prepared by the Department in which the officer or employee is engaged only after certification by the Retirement Board of the amount, if any, of said disability indemnity benefit paid for the period.

In cases where such salary has been paid because of an absence due to incapacity not then known to entitle the members to such disability indemnity, and subsequently it is determined by the Retirement Board that the officer or employee is entitled to disability indemnity payments during such period, then provisions shall be made for reimbursement to the appropriate City and County fund of an amount derived from such disability payments as shall reduce the amount of sick leave salary paid from such fund, to what it would have been if such salary had been paid under the limitation provided above, namely, that such salary paid when added to the disability indemnity payments to which the officer or employee subsequently became entitled shall not exceed the normal salary rate of the members, and a record of the member's earned and unused sick leave credits shall be adjusted accordingly. Payment of sick leave salary followed by reimbursement to the appropriate City and County fund from such disability indemnity benefits shall be in satisfaction and discharge of the obligation of the City and County to pay such benefits up to the amount of such benefits used as reimbursement.

THE PLATOON COMMANDER: - (Cont'd)

- (a) Time and date of receipt of certificate.
- (b) Full name and rank of member.
- (c) Name of member receiving certificate.
- (d) Cause of sickness or disability as shown in certificate.
- (e) Name of attending physician subscribed on certificate.

Upon return to duty of person named in said certificate, entry shall be made in said record book showing time and date of return to duty.

Shall, when a member is reported to him as being disabled, require such person to make an immediate written report, if possible, showing the cause of the alleged disability and the manner in which it was sustained. He shall detail a superior officer to investigate whether or not the disability was sustained in the performance of police duty, and whether he was on or off duty at the time. The superior officer detailed shall make a written report of his investigation and state therein whether or not the report made by the disabled person is true. In case the injured person is unable to make his report, it shall be made by another officer or by the visiting superior officer.

Members of the Department shall be entitled to sick leaves and disability leaves, with full pay, subject to provisions of this rule as hereinafter defined.

A leave of absence granted under this rule with full pay, because of illness or injury not incurred in the course of employment, shall be known as "Sick Leave".

A leave of absence granted under this rule with full pay for one of the following causes shall also be known as "Sick Leave".

- (a) Absence due to quarantine established and declared by the Department of Public Health or other competent authority, and shall be for the period of quarantine only.
- (b) Absence necessitated by death of mother, father, husband, wife, child, brother or sister; provided that in such case the leave shall not extend beyond the date of burial of said deceased person, or shall not extend beyond the third day after the date of death of such relative, whichever is the earlier.
- (c) Absence necessitated by death of other relatives; but leave with pay in such cases shall be for not more than one (1) day to permit attendance at the funeral of said person.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 9:

San Francisco, California
THURSDAY, November 6, 1958

BAY COUNTIES LAW ENFORCEMENT SERVICES SIGALERT PROGRAM

1. The Bay Counties Law Enforcement Services SIGALERT Program became effective as of 12:00 o'clock Noon, SATURDAY, November 1, 1958. This activity is sponsored jointly by the law enforcement agencies within the nine (9) San Francisco Bay Counties and the California Highway Patrol.
2. The SIGALERT program was developed to provide a practical means of utilizing commercial radio and television broadcast stations to disseminate information and instruction to the public upon the occasion of an unusual event of significant proportions. This communication program will be activated whenever the release of a SIGALERT BULLETIN would enhance the saving of life and property of a large number of persons, promote the avoidance of great public inconvenience, or alleviate unwarranted concern occasioned by an exceptional incident.
3. The Communications Bureau of the San Francisco Police Department was selected to serve as the Sigalert Communication Control Center by all the participants. Any Sigalert Bulletin originating within the nine (9) Bay Counties will be routed to the Communication Control Center (Communications Bureau SFPD) and, after verification, will be released to the commercial radio and television stations for subsequent broadcast to the public.
4. The duties and responsibilities of the members assigned to the Communications Bureau, with respect to the processing of Sigalert Bulletins shall be as set forth in the approved manual of operating procedures adopted for the Bay Counties Law Enforcement Services Sigalert Program.
5. The release of a Sigalert Bulletin pertaining to an incident occurring within the confines of the City and County of San Francisco shall be initiated under either of the following Conditions:
 - (a) Upon direction of the Chief of Police, or
 - (b) The Officer-in-Charge of the Communications Bureau shall issue a Sigalert Bulletin whenever requested by a superior officer at the scene of an incident, or by a superior officer not at the scene of the incident, but charged with controlling operations of the Police Department, or
 - (c) The Officer-in-Charge of the Communications Bureau may issue a Sigalert Bulletin upon his own authorization whenever information at his disposal, the authenticity of which has been verified, indicates that the scope of the incident justifies the issuance of a Sigalert Bulletin.
6. A Sigalert Bulletin shall be requested and released only for incidents falling into one or more of the following categories:
 - (a) Disasters and major emergencies that endanger a LARGE segment of the population, or
 - (b) Incidents that cause MAJOR inconvenience to a LARGE number of persons and which may be of some appreciable duration, (i.e., serious accident on a principal inter-city freeway, bay bridge, etc., causing gross congestion, flooded roadway, cave in, etc.)

Members shall be entitled to an accumulation of two weeks sick leave with pay for each year of service, in addition to sick leave necessitated because of absence due to quarantine or death of relatives until the maximum of six months accumulation has been reached at which time deduction shall be made from accumulated sick leave credits of any absences due to quarantine or death of relatives, provided that when said maximum accumulation of six months has been reached and thereafter part of said maximum of six months has been used, the used part of said maximum may again be replenished at the rate of two weeks for each subsequent year of service. Sick leaves with pay allowed since the present charter became effective on January 8, 1932, shall be deducted from the above-mentioned accumulations.

A leave of absence due to disability caused by illness or injury arising out of and in the course of employment shall be known as disability leave.

Members of the Department who are absent from duty because of disability arising out of and in the course of employment shall be entitled to full pay; The extent of such absence shall be determined by the Retirement Board as provided for in Section 172 of the Charter.

The benefits obtainable under this rule shall automatically terminate on the date of retirement on pension of such member receiving benefits thereunder.

Sick leave with pay granted under this rule shall be indicated on pay rolls and time sheets by the letters "S.P." (Sick leaves with full pay) and disability leaves with pay granted under this rule shall be indicated on pay rolls and time sheets by the letters "D.P." (Disability leave with full pay).

(PART IN FULL CAPS IS AMENDED PORTION.)

AYES: Commissioners McKinnon, Mellon.
ABSENT: Commissioner Bissinger.

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 1:

San Francisco, California
THURSDAY, March 19, 1959

1. At a meeting of the Police Commission held on MONDAY, March 16, 1959, the following proceeding was had:

RULES AND REGULATIONS AMENDED:

RESOLVED, that Rule 405 of the Rules and Regulations of the San Francisco Police Department be, and the same is hereby amended to read as follows:

SICKNESS AND DISABILITY

405. Whenever a member is unable to report for duty at the prescribed time as a result of sickness or disability, he shall immediately report or cause to be reported that fact, to his Station or Bureau and promptly forward to his Commanding Officer a certificate signed by the attending qualified physician or surgeon. If notice is sent by telephone, the certificate shall be sent as soon as possible thereafter, provided however, that no certificate shall be sent by mail.

A MEMBER:

Shall not absent himself from duty on account of sickness or disability which is simulated. He shall not attempt to mislead or deceive his attending physician or the Police Surgeon.

Shall, while absent from duty on account of sickness or disability, strictly comply with the instruction of the police surgeon and remain at his residence, unless otherwise authorized by said surgeon.

Shall, when absent from duty on account of contagious disease resulting in quarantine of his residence, remain in such residence unless otherwise authorized by the police surgeon.

Shall, when he comes in contact with the person having a contagious disease or when he has been exposed to contagion, immediately report such fact to his platoon commander and make written report to his Commanding Officer.

Shall not apply for treatment or obtain a certificate for sickness or disability from the police surgeon.

THE PLATOON COMMANDER:

Shall, while in his station during his tour of duty, receive certificates showing sickness or disability of members of his company or unit. Upon receipt of a certificate, he shall enter thereon the exact time and date received with his signature and title of rank. If a certificate is brought to his station during his temporary absence, the officer in charge in the station shall enter on the said certificate the data herein prescribed. No certificate will be accepted if the signature of the attending physician or surgeon is signed with a stamp.

Shall, when a certificate is received showing sickness or disability incapacitating a member from duty, make entry in the record book kept for that purpose of the following particulars:

NOTE . . . A Sigalert Bulletin should NOT be requested or released on traffic tieups where the local police can divert traffic to alternate routes that are capable of handling the normal flow without stagnation.

- (c) Where the life and safety of a KNOWN person is in IMMEDIATE danger and there exists no other means of ready contact.
7. Prior to initiating a request for the release of a Sigalert Bulletin, the local law enforcement agency shall conduct a reconnaissance of the immediate danger area for the following purposes:
- (a) Verification of the true facts regarding the incident that has been reported. This reconnaissance shall be performed in such manner as to result in the identification of:
- (1) The nature and extent of the danger,
 - (2) The probable duration of the danger or the existing hazard, and
 - (3) The number of persons effected by the hazard, or in probable danger.

NOTE . . . In those cases where the original report of a hazardous situation that might justify Sigalert status comes to the attention of the local law enforcement agency through a recognized official in another local government emergency service or through a responsible official of a recognized public service organization, the requirement that the local law enforcement agency conduct a reconnaissance may be modified under special circumstances. This is particularly true where the nature of the hazard is such that the proper evaluation is beyond the technical and operational knowledge of the law enforcement service. In these cases, if the source information is received from an authoritative level that is recognized as competent to render an evaluation the local law enforcement agency may accept the assessment as being factual and act on that basis.

This exception shall be permitted as a practical necessity to cover special situations, but it does not relieve the local law enforcement agency from the obligation to seek such means of verification as may be reasonably available.

8. The provisions of this order shall not apply to warborne emergencies nor shall they be construed to supersede any principle of the Police Annex, San Francisco Disaster Operations Plan; or of the Limited Disaster Operations Plan, Permanent Order No. 9 of August 27, 1956.
9. This order rescinds Permanent Order No. 11 issued August 20, 1957 (Interim Public Information Program.)

* * * * *

10

CONSOLIDATION OF UNITS

10. Effective at 8:00 a.m., FRIDAY, November 7, 1958 the Accounting and Purchasing Unit shall be placed under and made a part of the Planning and Research Bureau.
11. All requests for future purchases and/or budget information shall be made through this Bureau.

P. O. NO. 9:
11-6-58

THOMAS J. CAHILL, CHIEF OF POLICE

P. O. NO. 1: - - - - - Page - 3 - - - - - March 19, 1959 - -

MEMBERS OF THE DEPARTMENT UNDER PERMANENT APPOINTMENT WHO HAVE REGULARLY OCCUPIED THEIR POSITIONS FOR AT LEAST SIX MONTHS SHALL BE ENTITLED TO SICK LEAVE WITH FULL PAY AT THE RATE OF TWO WEEKS FOR EACH YEAR OF SERVICE, OR, WHEN LESS THAN A FULL YEAR OF SERVICE IS INVOLVED, ON A PRO-RATA BASIS FOR EACH MONTH OF SERVICE.

MEMBERS WHO HAVE OCCUPIED THEIR POSITIONS UNDER TEMPORARY APPOINTMENT CONTINUOUSLY FOR AT LEAST ONE YEAR AND WHO THEREAFTER ARE ABSENT BECAUSE OF ILLNESS OR INJURY AS DEFINED IN SECTIONS 1 AND 2 OF RULE 32 OF THE CIVIL SERVICE RULES SHALL BE ENTITLED TO SICK LEAVE WITH FULL PAY DURING THEIR OCCUPANCY OF SUCH POSITIONS AT THE RATE OF TWO WEEKS FOR EACH YEAR OF SERVICE OR AFTER THE FIRST CONTINUOUS YEAR OF SERVICE AT A PRO RATED RATE FOR EACH MONTH OF SERVICE WHEN LESS THAN A FULL YEAR OF SERVICE IS INVOLVED.

Such sick leave with pay, when not used, shall be cumulative, but the accumulated, unused period of sick leave shall not exceed six months, regardless of length of service.

Accumulated sick leave with salary may be used by members, who are absent from duty because of incapacity resulting from bodily injury received in or illness caused by the performance of duty, for time after the expiration of the period during which disability benefits are payable under Section 172 of the Charter. The amounts of such salary paid under this paragraph shall not be more than sufficient, when added to disability indemnity, if any, paid as provided by law to members so incapacitated, to equal the normal rate of salaries of such members, in their respective municipal positions for their regular work schedules effective at the commencement of the disability. Such sick leave salaries shall be authorized on separate payrolls or time rolls prepared by the Department in which the officer or employee is engaged only after certification by the Retirement Board of the amount, if any, of said disability indemnity benefit paid for the period.

In cases where such salary has been paid because of an absence due to incapacity not then known to entitle the members to such disability indemnity, and subsequently it is determined by the Retirement Board that the officer or employee is entitled to disability indemnity payments during such period, then provisions shall be made for reimbursement to the appropriate City and County fund of an amount derived from such disability payments as shall reduce the amount of sick leave salary paid from such fund, to what it would have been if such salary had been paid under the limitation provided above, namely, that such salary paid when added to the disability indemnity payments to which the officer or employee subsequently became entitled shall not exceed the normal salary rate of the members, and a record of the member's earned and unused sick leave credits shall be adjusted accordingly. Payment of sick leave salary followed by reimbursement to the appropriate City and County fund from such disability indemnity benefits shall be in satisfaction and discharge of the obligation of the City and County to pay such benefits up to the amount of such benefits used as reimbursement.

- (a) Time and date of receipt of certificate.
- (b) Full name and rank of member.
- (c) Name of member receiving certificate.
- (d) Cause of sickness or disability as shown in certificate.
- (e) Name of attending physician subscribed on certificate.

Upon return to duty of person named in said certificate, entry shall be made in said record book showing time and date of return to duty.

Shall, when a member is reported to him as being disabled, require such person to make an immediate written report, if possible, showing the cause of the alleged disability and the manner in which it was sustained. He shall detail a superior officer to investigate whether or not the disability was sustained in the performance of police duty, and whether he was on or off duty at the time. The superior officer detailed shall make a written report of his investigation and state therein whether or not the report made by the disabled person is true. In case the injured person is unable to make his report, it shall be made by another officer or by the visiting superior officer.

Members of the Department shall be entitled to sick leaves and disability leaves, with full pay, subject to provisions of this rule as hereinafter defined.

A leave of absence granted under this rule with full pay, because of illness or injury not incurred in the course of employment, shall be known as "Sick Leave".

A leave of absence granted under this rule with full pay for one of the following causes shall also be known as "Sick Leave":

- (a) Absence due to quarantine established and declared by the Department of Public Health or other competent authority, and shall be for the period of quarantine only.
- (b) Absence necessitated by death of mother, father, husband, wife, child, brother or sister; provided that in such case the leave shall not extend beyond the date of burial of said deceased person, or shall not extend beyond the third day after the date of death of such relative, whichever is the earlier.
- (c) Absence necessitated by death of other relatives; but leave with pay in such cases shall be for not more than one (1) day to permit attendance at the funeral of said person.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 2:

San Francisco, California
THURSDAY, May 28, 1959

1. At a meeting of the Police Commission held on Monday, May 25, 1959, the following resolution was adopted:

SICK LEAVE

WHEREAS, the Police Commission at its meeting on Monday, March 16, 1959, did amend Rule 405 of the Rules and Regulations at the request of the Civil Service Commission to provide that members of the department under permanent appointment who have regularly occupied their positions for at least six months shall be entitled to sick leave with full pay at the rate of two weeks for each year of service, or, when less than a full year of service is involved, on a pro-rata basis for each month of service; and

WHEREAS, the Chief of Police did cause to be published Permanent Order No. 1 of March 19, 1959, directing the attention of members of the department to the amendment of Rule 405; and

WHEREAS, the Civil Service Commission has notified the Police Department that by action of the Board of Supervisors the amendment to Rule 405 will not become effective until January 1, 1960; therefore be it

RESOLVED, that the provisions of Permanent Order No. 1, dated March 19, 1959, page 3 thereof, the first two paragraphs be, and the same are hereby effective as of 8:00 a.m., January 1, 1960; and be it further

RESOLVED, that pending the effective date of these two paragraphs, members of the department under permanent appointment who have regularly occupied their positions for at least one year shall be entitled to sick leave with full pay at the rate of two weeks for each year of service.

AYES: Commissioners McKinnon, Mellon.
ABSENT: Commissioner Bissinger.

THOMAS J. CAHILL
CHIEF OF POLICE

P. O. NO. 2:
5-28-59

P. O. NO. 1:

Page - 4 -

March 19, 1959

Members shall be entitled to an accumulation of two weeks sick leave with pay for each year of service, in addition to sick leave necessitated because of absence due to quarantine or death of relatives until the maximum of six months accumulation has been reached at which time deduction shall be made from accumulated sick leave credits of any absences due to quarantine or death of relatives, provided that when said maximum accumulation of six months has been reached and thereafter part of said maximum of six months has been used, the used part of said maximum may again be replenished at the rate of two weeks for each subsequent year of service. Sick leaves with pay allowed since the present charter became effective on January 8, 1932, shall be deducted from the above mentioned accumulations.

A leave of absence due to disability caused by illness or injury arising out of and in the course of employment shall be known as disability leave.

Members of the Department who are absent from duty because of disability arising out of and in the course of employment shall be entitled to full pay; the extent of such absence shall be determined by the Retirement Board as provided for in Section 172 of the Charter.

The benefits obtainable under this rule shall automatically terminate on the date of retirement on pension of such member receiving benefits thereunder.

Sick leave with pay granted under this rule shall be indicated on pay rolls and time sheets by the letters "S.P." (Sick leaves with full pay) and disability leaves with pay granted under this rule shall be indicated on pay rolls and time sheets by the letters "D.P." (Disability leave with full pay).

(PART IN FULL CAPS IS AMENDED PORTION.)

AYES: Commissioners McKinnon, Bissinger,
Mellon.

THOMAS J. CAHILL
CHIEF OF POLICE

P. O. NO. 1:
3-19-59

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 4

San Francisco, California
TUESDAY, June 30, 1959

1. At a meeting of the Police Commission held on Monday, June 29, 1959, the following proceeding was had:

RULES AND PROCEDURES - ADOPTED.

On a motion made by Commissioner McKinnon and seconded by Commissioner Mellon, the following resolution was adopted:

RESOLVED, that the Rules and Procedures of the San Francisco Police Department with amendments, as submitted by Chief of Police Thomas J. Cahill be, and they are hereby adopted effective as of 8:00 A.M., July 1, 1959

AYES: Commissioners McKinnon, Mellon
ABSENT: Commissioner Bissinger.

1. Effective at 8:00 AM Wednesday, July 1, 1959, the new Rules and Procedures of this department with amendments, as adopted by the Police Commission at their regular meeting Monday, June 29, 1959, are hereby placed in effect.
2. These Rules and Procedures shall supersede, in their entirety, any present rule, procedure, order or other directive which is in conflict therewith.
3. The Planning & Research Bureau shall cause copies of these Rules and Procedures to be distributed to each station, bureau, unit and detail of this department so that each member shall receive the numbered copy corresponding to his star number. Additional copies shall be furnished to each station, bureau, unit or detail for use as office copies.
4. The Commanding Officer of each unit shall cause copies of these Rules and Procedures to be distributed to each member of his command, obtaining the signature of the individual receiving the copy. The present Rules and Regulation books shall be turned in at the time the new Rules and Procedures are distributed.
5. The Planning & Research Bureau shall make arrangements with each district, bureau, unit or detail for the collection of such Rules and Regulations.
6. As future additions, deletions, modifications or other changes are made to these Rules and Procedures, distribution will be sufficient in order that each member may keep his copy completely up to date by the extraction of the old page and the substitution of the new.
7. These Rules and Procedures are printed on standard 8½ x 11 paper and have been punched in order that they will fit a standard three-hole binder.
8. Each member of this department is cautioned that these Rules and Procedures remain department property and must be returned should the holder sever his connection with this department.

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICEPERMANENT ORDER NO. 3:San Francisco, California
THURSDAY, June 25, 1959

1. Effective immediately, there shall be established in this Department a Review Board whose duty it shall be to study all ~~casual~~ factors in traffic accidents involving departmental vehicles and to make recommendations pertaining thereto.
2. This Board shall be known as the DEPARTMENT ACCIDENT BOARD OF REVIEW.
3. Said Board shall consist of the following members:
 1. Director of Personnel, Permanent Chairman
 2. Chief or Captain of Inspectors
 3. Director or Captain of Traffic
 4. Supervising Captain
 5. District Captain (to rotate every 6 months)
 6. Inspector Alfred G. Arnaud, Deputy Chief's Office (advisory capacity)
4. Meetings of the DEPARTMENT ACCIDENT BOARD OF REVIEW shall be held at the call of the Chairman, who shall preside at all meetings. In case of the absence of the Director of Personnel, the Board shall select a chairman from among the members present.
5. Commanding Officers of members summoned before the Board shall also appear and furnish all pertinent reports and other data relevant to the accident under investigation.

THOMAS J. CAHILL.
CHIEF OF POLICEP. O. NO. 3:
6-25-59

PERMANENT ORDER NO. 6

San Francisco, California
MONDAY, July 13, 1959

1. At a meeting of the Police Commission held on Monday, July 6, 1959, the following proceeding was had:

RE-ADOPTION RULES AND REGULATIONS -
SAN FRANCISCO POLICE AUXILIARY RESERVE

RESOLVED, that the Rules and Regulations for control of the San Francisco Police Auxiliary Reserve with amendments as submitted by Chief of Police Thomas J. Cahill be and the same are hereby re-adopted effective at 8:00 A.M., Tuesday, July 7, 1959.

AYES: Commissioners McKinnon, Mellon.
ABSENT: Commissioner Bissinger

"ESTABLISHMENT OF NALLINE CLINIC"

2. Effective at 8:00 a.m., WEDNESDAY, July 15, 1959, a Nalline Clinic will be established under the direction of the Department of Public Health.
3. This clinic will be located in the old Ward 10A, 135 Polk Street.
4. This clinic will be used jointly by the Adult Authority, the Probation Department, State Narcotic Unit and the San Francisco Police Department.
5. a. All official contact with this clinic shall be made through the Narcotic Detail of this Department.
b. The Officer-in-Charge of the Narcotic Detail shall make suitable arrangement so that one member of his unit will be physically present in the Nalline Clinic at all times when such clinic is conducting Nalline Tests.
c. The Bureau of Communications shall dispatch a patrol wagon for the transfer of persons undergoing such tests at the request of the Narcotic Detail.
d. The Officer-in-Charge of the Narcotic Detail shall issue such necessary orders as are consistent with the Rules and Procedures of this Department for the implementation and continuation of this program.
6. The Commanding Officer of the City Prison is hereby authorized to release prisoners to members of the Narcotic Detail, upon presentation of a formsimilar in content to that now in use by the Bureau of Inspectors.
7. The tentative schedule as agreed upon by all participating agencies when such test will be given is as follows:

TUESDAY..... 5.00 p.m.
THURSDAY..... 5.00 p.m.
SATURDAY..... 11:00 a.m.
8. This order in no way changes any present booking procedure. Persons brought to this Nalline Clinic will be under the direct jurisdiction of the Narcotic Detail, following the proper presentation of the Order of Release to the Commanding Officer of the City Prison.
9. LOCAL 290 has been installed at the location of the Nalline Clinic.

ALFRED J. NELDER
DEPUTY CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 5

San Francisco, California
Wednesday, July 8, 1959

1. At a meeting of the Police Commission held on Monday, July 6, 1959, the following resolution was adopted:

COURT ATTENDANCE DURING ANNUAL LEAVE

WHEREAS, Section 35.5 $\frac{1}{2}$, subsection (e), of the Charter of the City and County of San Francisco provides that when in the judgement of the Police Commission public interest and necessity requires the services of any member to serve on his vacation or any part thereof, the Commission may authorize the Chief of Police to permit said member to serve during said vacation or part thereof and the member shall receive additional compensation for the period so served on the basis of straight time in accordance with the ratio which said extra service performed bears to the basic week of service and the annual compensation provided therefor in Section 35.5; and

WHEREAS, public interest and necessity at times requires the attendance in court of members of the Department who are on their annual leaves of absence; therefore be it

RESOLVED, that the Chief of Police be and he is hereby authorized to detail to court members of the department who are on Annual Leave when such court attendance is necessary, and be it further

RESOLVED, that members so appearing in court shall be compensated for such appearance pursuant to the provisions of Section 35.5 $\frac{1}{2}$, subsection (e) of the Charter and the Rules and Procedures of the Police Department.

AYES: Commissioners McKinnon, Melillo

ABSENT: Commissioner Bissinger

ALFRED J. NELDER
DEPUTY CHIEF OF POLICE

P.O. NO. 5
7-8-59

P. O. NO. 7:

Page - 2 -

October 6, 1959

REVISED POLICE ANNEX, SAN FRANCISCO DISASTER OPERATIONS PLAN
(CONTINUED)

4. A member's new evacuation assignment shall become valid immediately upon his receipt of the special order. Until this is accomplished, his old assignment shall remain in effect.
5. All members shall be familiarized with the principles outlined in the Police Annex. A copy of the new Annex shall be kept available for ready reference in all Stations and Bureaus.
6. Copies of the booklet "It's Your Life" on hand in the Stations and Bureaus shall be destroyed.
7. The provisions of General Order No. 54, June 27, 1958, concerning the use of evacuation route maps in the District Stations, are hereby rescinded.

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
TUESDAY, October 6, 1959

PERMANENT ORDER NO. 7:

REVISED POLICE ANNEX, SAN FRANCISCO DISASTER OPERATIONS PLAN

1. A new San Francisco Disaster Operations Plan, embracing a change in some pre-attack evacuation concepts, will become effective on October 11, 1959. Accordingly, it has been found necessary to revise the Police Annex in order to incorporate the new principles, and the amended Annex is being distributed as part of this order. The Police Annex shall continue to serve as the disaster operational order of this Department, and its provisions shall replace those of the Annex issued as Permanent Order No. 1, January 14, 1958. It shall become effective at 12:01 a.m., SUNDAY, OCTOBER 11, 1959.
2. The only extensive change in the Annex will be found in IV-C, "Traffic Control." The reformulation of evacuation principles concerning routes and reception areas calls for a new assignment to either a route location, supervisory area or command post for every regular, auxiliary and patrol special officer other than control center personnel (see P. O. #7, 10-10-58), Company Commanders, Heads of Bureaus and Women Protective Officers.
3. To facilitate the task of making new off-duty assignments for personnel, the following steps shall be followed:
 - a.) Each Company Commander shall detail immediately one or more members to the duty of preparing new assignments. This detail shall continue in effect until all assignments have been made.
 - b.) Each Company Commander and Head of a Bureau shall forward immediately the name, rank, address, telephone and star number of every regular, auxiliary and patrol special member to the member's district of residence. Codified tours of duty no longer need be included. Data concerning members living outside of San Francisco shall be submitted to this office.
 - c.) Upon receipt of residency data, a company shall prepare new evacuation assignments, pursuant to the provisions of IV-C and II-D of the Police Annex.
 - d.) When assignments have been made, copies of the "Evacuation Assignment Special Order" shall be prepared and distributed, pursuant to II-D-6 of the Police Annex. Copies of the revised forms may be obtained by contacting the Civil Defense Detail, Extension 254. Copies of the old form still on hand shall be destroyed. If an assignment is to a command post, this fact shall be specified by adding the notation "c.p." to the location listing.
 - e.) All assignments must be made and special orders issued prior to 8:00 a.m., OCTOBER 21, 1959. At that time each Commanding Officer shall submit a report to this office listing on-duty and off-duty evacuation assignments within his District. Company Commanders and Heads of Bureaus shall determine that all regular, auxiliary and patrol Special Officers of their individual Commands, except Women Protective Officers, hold valid off-duty assignments based upon current residence.
 - f.) Any question concerning the provisions of this order may be referred to the Civil Defense Detail, Extension 254.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 2:

SAN FRANCISCO, CALIFORNIA
WEDNESDAY, JANUARY 20, 1960

1. At a meeting of the Police Commission held on Monday, January 18, 1960, the following proceeding was had:

RULES AND PROCEDURES AMENDED:

RESOLVED, that the Rules and Procedures of the San Francisco Police Department be and the same are hereby amended to read as follows:

- 2.125 Shall not, while on duty or in uniform, drink any kind of intoxicating liquor, or whether on or off duty be under the influence of intoxicating liquor to such an extent that he will not always be prepared to exercise police powers and be entrusted with the performance of police duty in a calm, deliberate and efficient manner.

AYES: Commissioners McKinnon, Mellon
Bissinger.

* * * * *

2. UNIFORM SPECIFICATIONS, WOMEN PROTECTIVE OFFICERS - AMENDED:

- 7219 RESOLVED, That the uniform specifications for Women Protective Officers in the San Francisco Police Department be, and the same are hereby amended as follows:

CAP Same material as uniform. "Navy Nurse" style; rolled brim type hat with insignia mount; with white crown removable cover made of fine van Heusen cloth. Manufactured by M. G. Kantor & Co., 40 West 37th Street, New York 18, N. Y.

AYES: Commissioners McKinnon, Mellon
Bissinger.

THOMAS J. CAHILL
CHIEF OF POLICE

P. O. NO. 2:
1-20-60

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 1:

San Francisco, California
FRIDAY, January 15, 1960

At a meeting of the Police Commission held on MONDAY, January 11, 1960, the following proceeding was had:

RULES AND PROCEDURES AMENDED - ADDING NEW RULE, SECTION 9.124:

RESOLVED, that the Rules and Procedures of the San Francisco Police Department are hereby amended to add thereto Rule Section 9.124, which reads as follows:

- 9.124 Effective immediately, each Department vehicle shall carry the Accident Reporting Procedure envelope (PR 3.0.5), which shall contain accident reporting procedure instructions (PR 3.0.6) and witness statement cards (PR 3.0.7).
- .1 In the event of an accident involving a Department vehicle, the reporting procedure (PR 3.0.6) shall be strictly followed. The witness cards shall be submitted to the officer responding from the Accident Bureau, and shall be delivered to the platoon commander of the Accident Bureau with the accident report.
 - .2 Witness cards shall be held by said platoon commander of the Accident Bureau until called for by the Department Accident Board of Review.
 - .3 Except in case of emergency, no Department vehicle shall be operated unless said envelope, instruction card, and witness cards are physically present in the vehicle.
 - .4 In the event that the operator of a Department vehicle involved in any accident is physically unable to fulfill the provisions of the foregoing, same shall be accomplished by the officer from the Accident Investigation Bureau.
 - .5 New envelopes, instructions and witness cards shall be secured from the Accident Investigation Bureau.

AYES: Commissioners Mellon, McKinnon

ABSENT: Commissioner Bissinger

THOMAS J. CAHILL
CHIEF OF POLICE

P. O. NO. 1:
1-15-60

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

Cancelled by
P.O. 6 - 1961

San Francisco, California.
TUESDAY, March 8, 1960

PERMANENT ORDER. NO. 4

At a meeting of the Police Commission held on MONDAY, March 7, 1960, the following proceeding was had:

RULES AND PROCEDURES AMENDED:

RESOLVED, that the Rules and Procedures of the San Francisco Police Department be amended as follows:

1. Section 13.33 is hereby deleted in its entirety.
2. Section 13.35 is hereby deleted in its entirety.
3. Section 12.00 NEW.

Shall permit arrested persons, including intoxicated persons who request same, to make a completed telephone call at their own expense and in the presence of a police officer, immediately after being booked.

- .1 In District Stations if no pay phone is available, or the individual does not have sufficient money to make such call, a police telephone shall be used.
- .2 Long distance calls shall be made collect or by the use of a pay-station (coin box telephone) when available in said police buildings. If no pay phone is available, a police telephone shall be used and charges shall be reversed to the person receiving such call. For this purpose and in accordance with Section 12.55 of the Rules and Procedures, the Booking Officer may return to the person arrested sufficient money from his property to pay for the telephone call.
- .3 All District Stations and the City Prison shall maintain a record book which shall indicate the day, date and time of a prisoner telephone call. The prisoner shall be required to sign such record book opposite the entry for his call. In case a prisoner refuses to sign such record book, proper notation shall be made indicating such refusal.
- .4 The person actually booking such prisoner at a District Station shall enter on the Record of Arrest card under "Remarks" whether or not a request to use the telephone was made. If a telephone call was completed, that fact shall be noted on the Arrest Card. In the event that the Remark Section does not allow sufficient room for these entries, such information shall be typed on the reverse side of the City Prison (last) copy of the Arrest Card.

AYES:- COMMISSIONERS MELLON, MCKINNON
BLISSINGER

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 3 :

San Francisco, California
TUESDAY, March 8, 1960

At a meeting of the Police Commission held on MONDAY, March 7, 1960, the following proceeding was had:

RULES AND PROCEDURES AMENDED - ADDING NEW RULE, SECTIONS 5.65.1, .2, .3

RESOLVED, that the Rules and Procedures of the San Francisco Police Department are hereby amended to add thereto Rule Sections 5.65.1, .2 and .3, which reads as follows:

- 5.65.1 When a member of the department is injured while on duty, the following reports shall be submitted:
- a. Industrial Accident Report (Form 5020)
 - b. Investigation Report of Superior Officer stating all facts regarding such injury, together with the names and addresses of witnesses, if any.
- 5.65.2 When a member of the department is injured off duty and said injury is incurred in the line of duty, the following reports shall be submitted:
- a. Industrial Accident Report (Form 5020)
 - b. Investigation Report of Superior Officer stating all facts regarding such injury, together with the names and addresses of witnesses, if any.
- 5.65.3 When a member is injured off duty, not in the line of duty, the following reports shall be submitted:
- a. Police Department Service Report, "Aided Case".
 - b. Investigation Report of Superior Officer stating all facts regarding such injury, together with the names and addresses of witnesses, if any.

AYES: Commissioners Mc Kinnon, Mellon, Bissinger.

* * * * *

The original and two copies of the reports required by the foregoing sections shall be submitted to the Personnel Bureau without delay.

The Investigation Report shall be submitted on the Intra-Departmental Memorandum (PR 6.5.1)

P. O. NO. 3

3-8-60

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
THURSDAY, March 17, 1960

PERMANENT ORDER NO. 5

At a meeting of the Police Commission held on Monday, March 14, 1960, the following proceeding was had:

RULES AND PROCEDURES AMENDED:

RESOLVED, that the Rules and Procedures of the San Francisco Police Department be amended as follows:

ADDING NEW SECTION:

Section 3.276 UNDERWATER RESCUE AND RECOVERY UNIT

- .1 The officer-in-charge of the Underwater Rescue and Recovery Unit shall report to the Director of Personnel. He shall keep the Director of Personnel advised as to all matters affecting the operation of this unit and its qualified members.
- .2 The officer-in-charge shall provide a roster of qualified members to the Office of the Chief of Police and the business office, Bureau of Inspectors.
- .3 Members of this unit shall be called for underwater service or rescue only on the authority of the Office of the Chief of Police, or the officer-in-charge in the business office, Bureau of Inspectors, during the hours when the Office of the Chief is closed.
- .4 EQUIPMENT
Each member of this unit shall provide and maintain, at his own expense, all necessary equipment for this type of operation.
- .5 INJURY
When called upon to perform underwater service or rescue, the member shall be considered to be on duty as if called upon to perform any other type of Police service.
- .6 DISTINCTIVE INSIGNIA
Members shall provide, at their own expense, a distinctive insignia of a type to be approved by the Chief of Police. Such insignia shall be worn upon the diving dress or other garment worn when participating in diving activities.

AYES: COMMISSIONERS MCKINNON,
MELLON, BISSINGER

THOMAS J. CAHILL
CHIEF OF POLICE

P. O. NO. 4

PAGE - 2

MARCH 8, 1960

This rule change brings the Rules and Procedures in conformity with the recent expressed "Legislative Intent" as expressed by the Senate Interim Committee on Criminal Justice in their interpretation of Section 851.5 of the Penal Code as set forth below:

- "(a) Any person arrested has, immediately after he is booked, the right to make, at his own expense, in the presence of a public officer or employee, at least one telephone call from the Police Station or other place at which he is booked, completed to the person called, who may be his attorney, employer or a relative."
- "(b) Any public officer or employee who deprives an arrested person of the rights granted by this section is guilty of a misdemeanor."

The foregoing Permanent Order cancels General Order No. 79, dated November 10, 1959 in its entirety.

THOMAS J. CAHILL
CHIEF OF POLICE

P. O. NO. 4

3-8-60

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
WEDNESDAY, April 20, 1960

PERMANENT ORDER NO. 7

At a meeting of the Police Commission held on Monday, April 18, 1960, the following proceeding was had:

RULES AND PROCEDURES AMENDED

RESOLVED, that the Rules and Procedures of the San Francisco Police Department be amended as follows:

SECTION 7.31 Official uniform coats, trousers, and breeches shall be made of Charlottesville 2372 Blue Worsted Elastic 19-20 oz. or Metcalf Bros. and Company No. 470-19 P&F Blue Worsted Elastic.

Each garment made of Charlottesville 2372 must bear a cloth label guaranteeing the genuineness of the material used as follows:

"We guarantee this cloth to be genuine Charlottesville 2372."

Each garment made of Metcalf Bros and Company, No. 470-19 P&F must bear a stamp guaranteeing the genuineness of the material used as follows:

"Uniform cloth 470-19 19 oz.
Metcalf Bros. & Co."

AYES: Commissioners Mellon, McKinnon
ABSENT: Commissioner Bissinger

(Underlined portions added
to Section 7.31.

THOMAS J. CAHILL
CHIEF OF POLICE

P. O. NO. 7
4-20-60

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
THURSDAY, March 17, 1960

PERMANENT ORDER NO. 6

At a meeting of the Police Commission held on Monday, March 14, 1960, the following proceeding was had:

RULES AND PROCEDURES AMENDED:

RESOLVED, that the Rules and Procedures of the San Francisco Police Department be amended as follows:

ADD TO SECTION 12.63: The container shall be sealed with wax and the signature of the Booking Officer shall be written across the flap. Narcotic evidence so booked shall be delivered immediately to the City Prison by the Arresting Officer and shall be placed in the locked container provided for that purpose.

AYES: COMMISSIONERS Mc KINNON,
KELLON, BISSINGER

P. C. NO. 6

3-17-60

THOMAS J. CAHILL
CHIEF OF POLICE

P. O. NO. 8 Page -2- May 6, 1960

9. This order cancels in its entirety Permanent Order No. 9, issued August 27, 1956.

LIST A

Rear Adm. A. G. Cook, USN, (Ret.), Director
S. F. Disaster Corps, 45 Hyde St., Rm. 212.....HE 1-2121
Ext. 614
Home: 861 Sutter St., Apt. 608.....GR 4-9401
11706 Plateau Ave., Los Altos, California....WH 8-5697

Lieut. William J. Osterloh, (SFPD)
S. F. Disaster Corps, 45 Hyde St., Room 212.....HE 1-2121
Ext. 610
Police Academy.....SU 1-2020 Ext. 254
Home: 1946 - 31st Ave.....LO 6-8020

Mr. Louis J. Cambou
S. F. Disaster Corps, 45 Hyde St., Room 212...HE 1-2121, Ext. 618
Home: 239 Santa Rosa Ave.....JU 4-2343

Lieut. Wm. A. Best (SFPD)
S. F. Disaster Corps, 45 Hyde St., Room 212.....HE 1-2121
Ext. 614
Fire College.....UN 1-8000, Ext. 341
Home: 307 Foote Ave.....DE 3-7694

LIST B

George Christopher, Mayor
200 City Hall.....MA 1-0163
Home: 25 Stonecrest Dr.....JU 6-6650

Sherman P. Duckel, Chief Adm. Officer
289 City Hall.....HE 1-2121
Ext. 457
Home: 125 Elmo Way.....JU 7-6231

Reuben H. Owens, Director
Dept. of Public Works, Room 260, City Hall.....HE 1-2121
Ext. 204
Home: 1390 Monterey Blvd.....JU 6-3224

William F. Murray, Chief
S. F. Fire Department, 2 City Hall.....UN 1-8000
Ext. 231
Home: 870 Bush St.....PR 6-2121 or UN 1-8000
Ext. 200

Robert C. Kirkwood, Manager
Public Utilities Commission, Room 287, City Hall.....HE 1-2121
Ext. 651
Home: 2636 Union St.....WA 1-3002

Ellis D. Sox, M.D., Director
Dept. of Public Health, 101 Grove St.....HE 1-2121
Ext. 335
" " " " " " " ".....UN 1-4701
Ext. 92
Home: 375 Country Club Dr.....SE 1-5517

Henry W. Turkel, M.D., Coroner
Coroner's Office, 650 Merchant St.....DO 2-0461
Home: 2 San Marcos Ave.....LO 4-1256

Donald O. Townsend, Chief
Dept. of Electricity, 276 Golden Gate Ave.....UN 1-8000
Ext. 322
" " " " " " " ".....HE 1-2121
Ext. 263
Home: 355 Casitas Ave.....JU 7-7431

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
FRIDAY, May 6, 1960

PERMANENT ORDER NO. 8

LIMITED DISASTER INFORMATION CENTER

1. A "Limited Disaster Information Center" shall be a part of the Bureau of Communications. The purpose of the unit is to facilitate the flow of information and coordination of activities under conditions of a particular natural disaster or unusual circumstances which would overtax the facilities of a single city department, which would call for the maximum joint efforts of more than one city department, or which would overload telephone facilities due to public inquiry.
2. Facilities of the "Limited Disaster Information Center" will consist in a "Telephone Room" desk, and two unlisted telephones, SUTter 1-3839 and SUTter 1-3840 (Hunt System automatic turnover). Its staff will consist of the persons named on List A.
3. Whenever the officer in charge of the Bureau of Communications believes that an incident might be handled more effectively through the operation of the "Limited Disaster Information Center," he shall activate it by calling the persons named on List A, after first having received the authority to do so from the Chief of Police. Should the Chief of Police be absent or unable to act, the authority and responsibility to act shall pass to the member next in rank according to the provisions of 1.07, Rules and Procedures. Pending arrival of Disaster Corps personnel, he shall summon a member from a nearby station or bureau to stand by at the "Center." This officer shall be briefed on the exact nature of the incident, in order that he may answer SU 1-3839 calls of officials who might be unable to contact this department through SU 1-2020, due to overload.
4. The unlisted number of the "Center" will be supplied in advance by the Disaster Corps only to the persons and agencies named on List "B," with instructions to use it when they wish information on the incident, but are unable to contact the Bureau of Communications through SU 1-2020; or when they have knowledge that the "Center" is in operation. However, after calling the persons named on List "A," the officer in charge of the Bureau of Communications shall advise by telephone any of the List "B" agencies or persons whom he believes should be aware of the incident, without awaiting their inquiries.
5. When the "Center" staff arrives, the Bureau of Communications personnel shall tender to the staff all available information on the incident. Thereafter, the staff shall be referred all matters concerning cooperative effort with other city departments and non-police governmental units.
6. The department shall be advised, by radio and teletype, when the "Center" is in operation, and again when it has been closed. It will remain manned until a decision is made by its staff that its services are no longer required.
7. The unlisted numbers of the "Center" shall not be divulged, except at the time of an incident to persons in official capacity.
8. The provisions of this order shall not pertain to any war-borne emergency.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
FRIDAY, June 10, 1960

PERMANENT ORDER NO. 9

TRAFFIC CITATION PROCEDURE

1. The following procedure shall be followed in the issuance of traffic citations:
 - A. Traffic citations for violations in which an accident is involved shall be continued to be prepared so that the violator will be directed to appear at 2:00 p.m. in Room 310, City Hall, (Traffic Court).
NOTE: See exception paragraph Bc below.
 - B. Traffic citations for the following violations shall be prepared so that the violator will be directed to appear at 10:00 a.m. in Room 310, City Hall.
(Until new citations are printed it will be necessary to strike out "2PM" and insert "10AM".)
 - a. CVC Sec. 10852 & 10853 Tampering
 - b. CVC Sec. 14601 License revoked or suspended
 - c. 20002 & 20007 Hit & Run(Exception to Paragraph #1)
 - d. 23103 & 23104 Reckless Driving
 - e. 23109 Speed Contests
 - f. 22350 Speeding, when the alleged speed is in excess of 25 miles per hour over the prima facie or posted limits or is in excess of 70 miles per hour.
2. Traffic citations for other violations shall direct the violator to appear before the Clerk, Municipal Court, Room 164 City Hall.
3. The provisions of this order do not apply to citations for appearances in Juvenile Court or where the violator is to be taken into custody.
4. Juveniles cited for moving violations shall be cited to appear at the Youth Guidance Center on Tuesdays or Fridays.
5. Pursuant to the foregoing, General Order No. 61 dated August 20, 1954 is hereby cancelled in its' entirety and paragraph 14 only of Permanent Order No. 2, dated July 29, 1954 is cancelled.
6. LOST HANDCUFFS
Lost one (1) set of handcuffs, Peerless chrome finish, Serial #280589. If found forward to Chief's Office.

THOMAS J. CAHILL
CHIEF OF POLICE

P. O. NO. 8 Page -3- May 6, 1960

Staff Duty Officer
Sixth Army Presidio.....JO 1-247

Staff Duty Officer
Twelfth Naval District.....MA 1-384
or MA 1-385

THOMAS J. CAHILL
CHIEF OF POLICE

F. O. NO. 8
5-6-60

San Francisco, California
MONDAY, July 11, 1960

PERMANENT ORDER NO. 11

At a meeting of the Police Commission held on Tuesday, July 5, 1960, the following proceeding was had:

RULES AND PROCEDURES AMENDED:

RESOLVED, that the Rules and Procedures of the San Francisco Police Department are hereby amended to read as follows:

Section 5.05.1 Amended to read as follows:

The days declared to be holidays by the Board of Supervisors.

Section 5.06 New Rule as follows:

Duty performed during vacations or part thereof, or on normal days off, shall be paid on the basis of straight time.

Section 5.15 Amended to read as follows:

A member shall be allowed a vacation with pay annually, as long as he continues in his employment as follows:

- .1 All members whose work week begins at 8:00 A.M. on Sunday shall commence their Annual Leave on Sunday.
- .2 After one year's continuous service, ten working days. After five year's continuous service, fifteen working days.
- .3 With approval of their appointing officer, members may elect not to take their entire vacation in any one year, and carry over time not used, for use in future years as follows:
 1. More than one but less than five years service, five working days.
 2. Five or more years service, ten working days.
 3. Time so carried over to be accumulated and used in units of five working days.
 4. No member may accumulate unused vacation allowance in excess of thirty working days, regardless of length of service.
 5. Members electing to carry over vacation time shall complete the required vacation report stipulating the time to be carried over, in sufficient time for consideration by the Office of the Chief.
- .4 If a holiday occurs during such member's vacation, and the member would as matter of law have been entitled to said day as a regular day off, such holiday shall not be considered a day of vacation chargeable to the member's vacation allowance. The day must be taken in conjunction with and immediately following the member's current vacation period.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
WEDNESDAY, June 22, 1960

PERMANENT ORDER NO. 10

At a meeting of the Police Commission held on Monday, June 20, 1960, the following proceeding was had:

RULES AND PROCEDURES AMENDED:

ADDING NEW RULE, SECTION 12.68

RESOLVED, that the Rules and Procedures of the San Francisco Police Department are hereby amended to add thereto Rule Section 12.68, which reads as follows:

12.68 Booking procedure on parole violators and parolees from State Department of Corrections.

- .1 When a member of this Department arrests a person for the commission of a crime and it is found that this person is on parole from any of the adult male institutions of the State Department of Corrections, or is wanted by that Department as a parole violator, the person shall be booked as follows:

EXAMPLE: ORIGINAL OFFENSE
 EN. RT. DIR. CORR.
 per SEC. 3056 PC

The abbreviations shown above are necessary due to the limited space on the arrest card.

- .2 If the booking is made between 8:00 AM and 5:00 PM of a working day, the Desk Officer in the Business Office of the Bureau of Inspectors who authorizes the En Route booking shall notify the District Supervisor of the San Francisco office of the Department of Corrections, Garfield 1-8800, Extension 491 or Extension 478.

When a booking on the above charge is made at any other time (Saturday, Sunday, Holiday or 5:00 PM to 8:00 AM), the Desk Officer in the Business Office of the Bureau of Inspectors shall notify the above office as soon as possible after 8:00 AM of the next working day.

- .3 Immediately following such notification, an agent of the Department of Corrections will be assigned to change the En Route to a direct booking on Sec. 3056 PC. In order to show that the Department of Corrections wishes the person held, and the specific date that the request was made, the following entry will be made in the FINAL CHARGE section of the arrest card as follows:

EXAMPLE: FINAL CHARGE
 SEC. 3056 PC
 P.A. (Agent's Name) (Date)

This entry will usually be made at the City Prison on the day following the original arrest. The date may be placed in the box marked " Bail ", following the agent's name.

AYES: Commissioners Mellon, McKinnon.
ABSENT: Commissioner Bissinger.

THOMAS J. CAHILL
CHIEF OF POLICE

San Francisco, California
MONDAY, April 17, 1961

PERMANENT ORDER NO. 1:

E CABLE

1. Effective 8:00 a.m., Monday, May 15, 1961, the following radio communication code shall be established and authorized for use by members of the San Francisco Police Department in the routine conduct of police business via the police radio system.
2. This code is a revision of the former radio code and was developed to standardize communication procedures and terminology and to promote the efficient utilization of air time.
3. Upon the activation of this radio code all transmission of police intelligence over the police radio system shall conform to the code designations set forth herein insofar as the field situation can be adequately described through the use of said code.
4. The radio code is divided into three sections for administrative purposes:

Section "A" - Status Codes,
Section "B" - Operational Codes and
Section "C" - Assignment Codes.

5. STATUS CODES The following code phrases shall be used to identify the degree of urgency associated with an assignment:

<u>Code Phrase</u>	<u>Interpretation of Code Phrase</u>
CODE ONE	Handle at your convenience.
CODE TWO	URGENT - respond immediately
CODE THREE	EMERGENCY - Use of red light and siren is recommended.
CODE FOUR	Situation under control - no further assistance required.
CODE 33	Clear all channels for an emergency message from a mobile unit.

NOTE: If no "status code" is designated the assignment is presumed to be routine and shall be handled by the field unit without unnecessary delay.

6. OPERATIONAL CODES The following numerical codes (10 series) shall be used to convey operational information as indicated below:

10-1 Receiving Poorly	10-30 Person/Auto is Wanted/Stolen
10-2 Receiving Well	10-31 Person has record, NOT wanted at this time
10-4 OK/Message Received-will comply	10-32 Person/Auto is clear at this time
10-7 Out-of-Service	10-96 Leaving vehicle to investigate suspicious auto or situation. If not heard from in 5 min. send another unit to cover. (Specify Location)
10-7M Out-of-Service Meal Period	10-97 Arrived at Scene
10-8 In Service	10-98 Continuing on present assignment to another location (Give destination.)
10-9 Repeat Last Message	
10-13 Advise Conditions at Scene	
10-20 Report your location	
10-22 Cancel your Last Assignment	
10-23 Standby (For a Few Moments)	
10-29 File Check for Wanted (Person or Auto) ID, CWB & Veh. (Specify Location)	

NOTE: Where the subject of the reply "10-30" or "10-31" is identified with a felony charge the code will be followed by the word "RED".

For example:

"10-30 RED" - Indicates the subject is WANTED for a felony.

"10-31 RED" - Indicates the subject has a prior felony record but is not wanted at this time.

- .5 Members shall not accept paid employment elsewhere while on vacation. If any member does accept paid employment while on vacation, he shall forfeit the vacation compensation to which he is otherwise entitled.
- .6 Members in their final year of service before retirement may elect to take a cash payment in lieu of the vacation due them. Such cash payment shall be prorated, based on the number of months of service since January 1st of the final year.
- .7 No member shall be allowed a vacation prior to the completion of one year of continuous service. ~~provided, however, that where the~~ first vacation due member falls within the last two(2) weeks of any calendar year, the member shall start his vacation within such 2-week period and extend its completion into the next calendar year without affecting his right to a vacation during the next calendar year.
- .8 Members who are absent from duty because of temporary disability arising out of and in the course of their employment and who are governed by Section 172 of the Charter or the Workmen's Compensation Laws included in the Labor Code of the State of California shall not lose any vacation rights by virtue of such absence. Vacations, however, shall not be taken during the period that the member is receiving compensation benefits, except that, if such member is entitled to a vacation he shall take so much thereof as he is entitled to but not to exceed five working days thereof immediately prior to the end of the calendar year and shall have the remaining days of his vacation, if any, carried over for use in future years. The pay for such vacation period shall be an amount which, when added to the disability indemnity, if any, will result in a payment of full salary or wage. ~~Members who have received a permanent disability award and who are unable to return to their employment because of such disability are not deemed employees who are entitled to the benefits of this section.~~
- .9 One-twelfth of the total vacation allowance shall be deducted from the vacation allowance provided for in the Charter, for each 22 accumulated working days of absence without pay since the preceding vacation; provided however, that no deduction shall be made for the first 44 days of absence without pay while on sick leave, nor for any period in which a member is absent due to suspension. The total amount of reduction shall be adjusted to the nearest one-half day. Such days of absence need not be consecutive, and where applicable 30 calendar days absence shall be used for this purpose in lieu of 22 working days.

Section 5.21

Amended to read as follows;

A member shall, after one(1) year continuous service, be entitled to a Military leave of absence with pay for a period not to exceed thirty(30) calendar days in any one fiscal year, nor for more than thirty(30) calendar days during any period of continuous military leave when ordered to active duty with the Armed Forces of the United States.

P.O. NO. 11
7-11-60

AYES: Commissioners Mellon, Bissinger,
ABSENT: Commissioner Mc Kinnon.

THOMAS J. CAHILL

9. EXPLANATION OF STATUS CODE NUMBERS

Code
Number

Meaning

CODE ONE

Handle at your convenience

Explanation: This code is used to indicate to the unit that he is authorized to handle the complaint at his first opportunity. THE AUTHORITY FOR THIS CODE RESTS WITH THE ORIGINATING UNIT.

CODE TWO

URGENT. Respond immediately.

Explanation: This code is used to identify an incident wherein immediate response is desirable. Respond promptly, observe traffic regulation. Use of red light and siren is not desired. THE AUTHORITY FOR THIS CODE RESTS WITH THE ORIGINATING UNIT.

CODE THREE

EMERGENCY. Red light and airen recommended.

Explanation: This code is used to signify an EMERGENCY situation. Respond as quickly as possible with safety. Red light and siren recommended. THE AUTHORITY FOR THIS CODE RESTS WITH THE ORIGINATING UNIT.

CODE FOUR

No further assistance required. Situation under control.

Explanation: This code is used by the field unit in charge at the scene. Usually by the unit that originated the request for assistance.

CODE 33

Clear all radio channels for an EMERGENCY call from Mobile Unit.

Explanation: Code 33 shall be used with discretion and only at such times that routine use of the radio channel by other units will impede the free transmission of information by the unit faced with the emergency situation. This code is a request for a free radio channel. Headquarters will then transmit "Code 33" to all units identifying the free channel. The unit securing the free channel shall cancel the "Code 33" as soon as possible so as to restore normal communication facilities to other units.

The above listed codes will be used as appropriate. Where no code is given, the message is presumed to be a routine assignment. On a routine assignment, respond as soon as possible observing all traffic laws and without the use of the red light and siren.

10. EXPLANATION OF OPERATIONAL CODE NUMBERS

Number

Meaning

10-1

Receiving Poorly

Explanation: Used when unable to receive message clearly.

10-2

Receiving Well

Explanation: Used when receiving test messages and when checking equipment.

10-4

OK/Message Received - will comply

Explanation: Used to acknowledge a message. Indicates that the message has been received and that the receiver will comply.

TO AVOID ERROR OR CONFUSION THE REPLY "10-30", "10-31" OR "10-32" SHALL INCLUDE THE FAMILY NAME OF THE SUBJECT REFERRED TO OR THE LICENSE NUMBER OF THE VEHICLE IN QUESTION.

"Subject SMITH is 10-31 RED"

"Vehicle CVL 169 is 10-32"

7. ASSIGNMENT CODES The following numerical codes shall be used to indicate the nature of the assignment or instruction pertaining to a mobile unit.

102 Drunk Driver	587 Tag Improperly Parked Auto
211 Robbery (Holdup)	596 Abandoned Auto
212 Strongarm	600 Roadblock
213 Pursesnatch	602 Man breaking In
217 Shooting	603 Prowler
219 Cutting	800 Alleged Insane Person
221 Man with a gun	801 Person Attempting Suicide
288 Crimes against children	802 Coroner's Case
311 Innocent exposure	805 Juvenile Complaint (Minor)
400 Evacuation, Mobilization	811 Drunk Case
404 Riot	819 Drunk Rolling
405 Citizen Holding Prisoner	851 Stolen Auto
406 OFFICER NEEDS ASSISTANCE	852 Tampering with Auto
407 Officer needs Wagon, Send	901 Call Your Station/Or
408 Officer needs Ambulance, Send	as Specified
409 Officer needs Tow, Send	902 Return to your station
410 Requested Assistance Responding	903 Close Signal Box
415 Noisy Party, Radio, Dog, etc.	904 Meet an Officer
417 Man Ringing Doorbells (Begging)	909 Interview a Citizen
418 Fist Fight or Family Fight	911 Broken Window
419 Serious Disturbance (Folony)	912 Person Dumping Rubbish
420 Juvenile Disturbance	913 Complaint Unknown
459 Burglary	914 Person Down
518 Auto Accident (Property Damage)	916 Investigate Suspicious Person
519 Auto Accident (Personal Injury)	in Auto
520 Accident (No Auto)	917 Investigate Suspicious Person
527 Bonfire	918 Person Screaming for Help
528 Fire	1000 Plane Crash
529 Explosion	2000 Prison Break
586 Traffic Congestion	3000 Blockade (For Specified area)

NOTE: Special instructions applicable to the assignment codes:

- If the action comprising the complaint is currently in process, the dispatcher will so indicate by use of the phrase "In Progress".
 - If the victim or subject is a woman, the assignment code will be followed by the letter "X".
 - Unless otherwise instructed, mobile units shall remain IN-SERVICE when assigned on any of the following codes: 415, 527, 587, 596, 901, 902, 903, 904, and 912.
 - The mobile operator initiating any of the following calls shall specify his location as part of the message transmission: Code 10-7, 10-29, 10-96, 10-98, 33, 406, 407, 408, 409, and 904.
8. INTERPRETATION OF SPECIFIC RADIO CODES

The Radio code was revised to bring about a reduction in the use of language and to assure that each message will be CLEAR, CONCISE & CORRECT. Unnecessary talking and "chatter" on the air reduces the time that the air is "clear" for the handling of urgent police problems and jeopardizes the safety of the officer in the field. The use of a numerical code offers a practical means of economizing air time.

An example of a message would be:

"CENTRAL ONE - 1234 BAY STREET - 913 CODE TWO" (Repeat)

NOTE: Special emergency broadcasts that demand the immediate attention of any available field unit in the locality will be preceded by the words "Attention all cars", and take the following format:

"ATTENTION ALL CARS - Hold-up in Progress - Eaton Drug Co., 4321 Jonas Street" (Repeat) "CENTRAL THREE respond".

- b. Response of field units to "Attention all cars", "In Progress" etc. Whenever a broadcast from Communications relates to an incident identified by the phrase "Attention all cars" or relates to a major crime or disturbance "In Progress" any field unit in the vicinity that is not already assigned to or in the act of performing a more important police service shall respond and lend such assistance as may be required.
- c. Acknowledge by assigned unit(s). Each field unit that is assigned to a complaint shall immediately acknowledge his assignment via radio. The acknowledgement shall include (a) the unit identification, (b) location of the assignment, and (c) the code "10-4". For example:

"CENTRAL ONE - 1234 Bay - 10-4"

NOTE: If the field unit is at the scene of the assignment or is actively performing services in relation thereto the acknowledgment of instructions may be indicated by use of the code "10-4" together with the unit identification. This short form of acknowledgment shall be at the discretion of the operator of the field unit who shall be responsible for compliance. A short form acknowledgment would be as follows:

"CENTRAL THREE -- 10-4"

- d. Acknowledgment by unassigned unit(s). Units who are in the vicinity of an "Attention all cars", "In progress", etc., but are not specifically assigned to respond shall immediately notify Communications if they move to assist as indicated in "b" above. The unit shall give its identification and state its intention of responding to the call.
13. Upon this order becoming effective the following department orders or portions thereof shall be rescinded:
- General Order #43 (2-26-37) paragraph 4.
 - General Order #91 (4-28-37) Entire Order.
 - General Order #88 (5-2-38) Paragraph 3.
 - General Order #98 (5-19-38) Paragraph 9.
 - General Order #112 (6-10-38) Paragraph 7.
 - General Order #180 (11-22-38) Entire Order.
 - General Order #55 (5-26-45) Paragraphs 5 & 6.
 - General Order #18 (3-1-45) Paragraph 5.
 - Permanent Order #39 (9-10-41) Paragraph 4.
 - Permanent Order #52 (11-13-41) Paragraphs 4 & 5.

THOMAS J. CAHILL
CHIEF OF POLICE

10-32Person/Auto is clear at this time

Explanation: This code reply by Communications shall indicate that department records reveal no want for the subject or vehicle as described.

10-96Leaving vehicle to investigate suspicious vehicle or situation. If not heard from in 5 minutes send another unit to cover.

Explanation: This code is to be used at option of field officer. The location must be specified when sending this message.

10-97Arrived at Scene

Explanation: This code to be used by the mobile unit operator upon arrival at place of assignment when requested by headquarters.

10-98Continuing on present assignment to another location.

Explanation: This code to be used to notify headquarters that the unit is no longer at the assigned location but is still on the current assignment at another location.

11. ASSIGNMENT CODES These assignment codes shall be reasonably interpreted as indicated below:

<u>Number</u>	<u>Meaning</u>	<u>Number</u>	<u>Meaning</u>
102	Drunk Driver	596	Abandoned Auto
211	Robbery (Holdup)	600	Roadblock
212	Strongarm	602	Man Breaking In
213	Pursesnatch	603	Prowler
217	Shooting	800	Alleged Insane Person
219	Cutting	801	Person attempting Suicide
221	Man with a gun	802	Coroner's Case
288	Crimes against Children	805	Juvenile Complaint (Minor)
311	Indecent exposure	811	Drunk Case
400	Evacuation, Mobilization	819	Drunk Rolling
404	Riot	851	Stolen Auto
405	Citizen Holding Prisoner	852	Tampering with Auto
406	OFFICER NEEDS ASSISTANCE	901	Call your Station/Or as specified
407	Officer needs Wagon, Send	902	Return to your station
408	Officer needs Ambulance, Send	903	Close Signal Box
409	Officer needs tow, Send	904	Meet an Officer
410	Requested Assistance Responding	909	Interview a Citizen
415	Noisy Party, Radio, Dog, etc.	911	Broken Window
417	Man ringing Doorbells, (Begging)	912	Person Dumping Rubbish
418	Fist Fight or Family Fight	913	Complaint Unknown
419	Serious Disturbance (Felony)	914	Person Down
420	Juvenile Disturbance	916	Investigate Suspicious men in Auto
459	Burglary	917	Investigate Suspicious men
518	Auto Accident (Property Damage)	918	Person Screaming for help
519	Auto Accident (Personal injury)	1000	Plane crash
520	Accident (No Auto)	2000	Prison break
527	Bonfire	3000	Blockade (For specified area)
528	Fire		
529	Explosion		
586	Traffic Congestion		
587	Tag improperly Parked Auto		

12. MESSAGE FORMAT: The normal order of content of radio messages shall be as follows:

- a. Assignments by Communications. Assignments transmitted by Communications will take the following order: (a) identification of the unit assigned, (b) location of the assignment, (c) nature of the complaint, and (d) status code, if one is specified.

San Francisco, California
THURSDAY, August 24, 1961

PERMANENT ORDER NO. 2:

At a meeting of the Police Commission held on Monday, August 21, 1961, the following resolution was adopted:

1. RULES AND PROCEDURES - AMENDED:

RESOLVED, that effective Sunday, August 27, 1961, Rule 3,103 of the Rules and Procedures of the San Francisco Police Department is hereby amended to read as follows:

DIRECTOR OF TRAFFIC

3.103 Shall have immediate supervision over the Traffic Bureau which shall consist of a Traffic Headquarters and Services Platoon, a Traffic Enforcement and Investigation Division, and a Traffic Congestion and Parking Control Division. For the purpose of interpreting any reference to the Accident Investigation Bureau made prior to the enactment of this section of the Rules and Procedures of the San Francisco Police Department, the Accident Investigation Bureau is defined as the Traffic Enforcement and Investigation Division and the Traffic Enforcement and Investigation is defined as the Accident Investigation Bureau.

.1 The Traffic Bureau Headquarters and Services Platoon shall consist of the following units:

- a. Traffic Bureau Headquarters
- b. Traffic Administration Section
- c. Traffic, Research, Analysis, and Planning Section
- d. School Safety Patrols Section
- e. Traffic Information Section

.2 The Traffic Enforcement and Investigation Division shall consist of the following units:

- a. Division Headquarters
- b. Three Enforcement and Investigation Platoons each consisting of the following units:
 1. Platoon Headquarters
 2. Administrative and Services Section
 3. Accident Investigation Squads
 4. Solo Motorcycle Squads
- c. A Hit-Run Detail consisting of the following units:
 1. Detail Headquarters
 2. Hit-Run Investigation Squads
 3. Department Fleet Investigation Detail

.3 The Congestion and Parking Control Division shall consist of the following units:

- a. Division Headquarters
- b. Two Congestion and Parking Control Platoons each with the following units:
 1. Platoon Headquarters
 2. Administrative and Services Section
 3. Fixed Point Control Squads
 4. Three-wheel Motorcycle Squads

AYES: Commissioners Bissinger, Mc Kinnon.
ABSENT: Commissioner Mellon.

10-7 Out-of-Service

Explanation Signifies that the unit is out-of-service on an assignment and will be out of radio contact. The location shall be specified when this code is used.

10-7M Out-of-Service Meal Period

Explanation: Signifies that the unit is out-of-service for meal period.

Note: Meal period for uniformed members subject to radio control shall be at discretion of Communications and subject to current service demands. The normal meal period shall be 30 min.

10-8 In-Service

Explanation: Used to signify that the unit is in service and available for an assignment.

Note: All units shall return to service promptly after each assignment.

10-9 Repeat last Message

Explanation: Used to request the transmitting operator to repeat his last message or part thereof.

10-13 Advise Conditions at Scene

Explanation: Notify the calling agency of the situation at the scene.

10-20 Report your location

Explanation: Notify the calling agency of your location.

10-22 Cancel your last Assignment

Explanation: Cancel your present assignment and resume patrol.

10-23 Standby (For a Few Moments)

Explanation: Used by the receiving operator to request the momentary delay in a transmission in order to service a prior call. The operator requesting "Standby" shall acknowledge the waiting unit at first opportunity.

10-29 File Check for Wanted (Person/Auto)

Explanation: This code shall be used when a check is desired on a suspicious person or auto to find if the person/auto is wanted. A 10-29 on a person consists of a CWB and ID check combined. On an auto the check consists of checking the hot car file. The location shall be specified when this code is used.

10-30 Person/Auto is Wanted/Stolen

Explanation: This code reply by Communications shall indicate that department records reveal that a person having the same name and similar description to the subject is WANTED or that the vehicle in question has been reported as stolen.

10-31 Person has record - not wanted at this time

Explanation: This code reply by Communications shall indicate that department records reveal that a person having the same name and similar description as the subject has a prior police record but is not wanted at this time.

San Francisco, California
WEDNESDAY, September 27, 1961

PERMANENT ORDER NO. 3:

TRAFFIC CITATION PROCEDURE

1. The Municipal Traffic Courts will be in session in the New Hall of Justice, 850 Bryant Street commencing Friday, October 13, 1961. The following procedure shall be followed in the issuance of traffic citations for appearance on or after that date.

- A. Traffic citations for violations in which an accident is involved shall direct the violator to appear at 2:00 P.M. before the Judge hearing Traffic Cases in Department . . 15, 850 Bryant Street.

NOTE: See exception paragraph Cc below.

- B. Traffic Citations for the following violations shall direct the violator to appear at 9:30 A.M. before the Judge hearing Traffic Cases in Department No. 16, 850 Bryant Street.

- a. CVC Sec. 23103 & 23104 Reckless Driving
- b. CVC Sec. 23109a & 23109b Speed Contests
- c. CVC Sec. 22350 Speeding, when the alleged speed is in excess of 25 miles per hour over the prima facie or posted limits or is in excess of 70 miles per hour.

- C. Traffic citations for the following violations shall direct the violator to appear at 9:30 A.M. before the Judge hearing Traffic Cases in Department No. 14, 850 Bryant Street. (On the citation it will be necessary for the officer to strike the number 16 and write in the number 14 to indicate the proper department.)

- a. CVC Sec. 10852 & 10853 Tampering
- b. CVC Sec. 14601 License Revoked or Suspended
- c. CVC Sec. 20002 & 20007 Hit & Run (Exception to Paragraph 1 A)
- d. CVC Sec. 23121, 23122 & 23123 Drinking, possession & storage of alcoholic beverage in vehicle

2. Traffic citations for other violations shall direct the violator to appear before the Clerk, Municipal Court within 11 days, at 850 Bryant Street, Room 101.

3. The provisions of this order do not apply to citations for appearance in Juvenile Court or where the violator is taken into custody. ✓

4. Juveniles are to be directed to appear at the Youth Guidance Center on Tuesdays or Fridays.

5. Hearings on bookings for Sec. 23102 (Drunk Driving) and all "ON VIEW" Arrest Violations are to be held in Department No. 14 commencing at 9:30 A.M. each court day.

6. Members issuing citations wherein the violator is directed to appear before the Clerk of the Municipal Court shall use the old style citations directing such appearance to Room No. 164 at the City Hall to and including October 10, 1961. Thereafter all old citation books shall be collected and returned to the Bureau of Planning and Research.

Permanent Order #2Page 2.August 24, 1961

2. The Director of Traffic shall issue appropriate orders to his level of command, assigning Traffic Bureau personnel within the new organizational structure, as set forth in the above quoted resolution of the Police Commission.

THOMAS J. CAHILL
Chief of Police

P. O. No. 2
8-24-61

OFFICE OF THE CHIEF OF POLICE

HALL OF JUSTICE

San Francisco, California
FRIDAY, September 29, 1961PERMANENT ORDER NO. 4CIVIL DEFENSE CONTROL CENTER

1. Permanent Order No. 7, issued October 10, 1958, naming members assigned to Civil Defense Control Centers in emergencies, shall be amended to read as follows:-
 - a. Master Control Center (Youth Guidance Center)
 - (1) Deputy Chief Alfred Nelder
 - (2) Director of Traffic I. Thomas Zaragoza.
 - (3) Supervising Captain Philip Kiely
 - (4) Lieutenant William Osterloh.
 - b. Notwithstanding the provisions of II-E-3, Police Annex, San Francisco Disaster Operations Plan, concerning taking cover under "red alert" conditions, the members named in "a" shall respond to the Master Control Center immediately upon receipt of the "red alert" signal.
 - c. The Alternate Control Center no longer exists.

THOMAS J. CAHILL
CHIEF OF POLICE

Permanent Order No. 3 Page -2- September 27, 1961

7. Members issuing citations requiring an appearance on a specific date after October 15, 1961 shall use the new citation books. No violator shall be cited for Friday, October 13, 1961.
8. Pursuant to the foregoing, Permanent Order No. 9 dated June 10, 1960 is hereby cancelled in its entirety.

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

*Cancel P.O. #1
3/8/60*

San Francisco, California
THURSDAY, December 28, 1961

PERMANENT ORDER NO. 6

At a meeting of the Police Commission held on Tuesday, December 26, 1961, the following proceeding was had:

RULES AND PROCEDURES AMENDED

RESOLVED, the the Rules and Procedures of the San Francisco Police Department be amended as follows:

SECTION 12.00

- .1 Shall permit any person arrested (including intoxicated persons who request same), immediately after he is booked, and except where physically impossible, no later than three hours after his arrest, to make two completed telephone calls at his own expense and in the presence of a police officer, one of which completed calls shall be to the person called, who may be his attorney, employer, or relative, and the other completed call to a bail bondsman.
- .2 In District Stations if no pay phone is available, or the individual does not have sufficient money to make such call, a police telephone shall be used.
- .3 Long distance calls shall be made collect or by the use of a pay station (coin box telephone) when available in said police buildings. If no pay phone is available, a police telephone shall be used and charges shall be reversed to the person receiving such call. For this purpose and in accordance with Section 12.55 of the Rules and Procedures, the Booking Officer may return to the person arrested sufficient money from his property to pay for the telephone call.
- .4 All District Stations and the City Prison shall maintain a record book which shall indicate the day, date and time of a prisoner telephone call. The prisoner shall be required to sign such a record book opposite the entry for his call. In case a prisoner refuses to sign such record book, proper notation shall be made indicating such refusal.
- .5 The person actually booking such prisoner at a District Station shall enter on the Record of Arrest card under "Remarks" whether or not a request to use the telephone was made. If a telephone call was completed, that fact shall be noted on the Arrest Card. In the event that the Remark Section does not allow sufficient room for those entries, such information shall be typed on the reverse side of the City Prison (last) copy of the Arrest Card.

AYES: Commissioners Mellon, Mc Kinnon.
ABSENT: Commissioner Bissinger

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
MONDAY, October 2, 1961

PERMANENT ORDER NO. 5

RULES AND PROCEDURES - AMENDED

RESOLVED, that the Rules and Procedures of the San Francisco Police Department are hereby amended to read as follows:

5.159 When a member is temporarily suspended pending the hearing of charges, the said charges shall be heard by the Board not more than thirty (30) days after the date of suspension. If a hearing shall be delayed beyond such time by the act or at the request of the accused member, the additional time requested shall be construed to be "Leave of Absence Without Pay" and the REQUEST FOR ADDITIONAL TIME AND REQUEST FOR LEAVE OF ABSENCE WITHOUT PAY SHALL BE IN WRITING AND PROCESSED IN ACCORDANCE WITH APPLICABLE LAW OR RULE.

note:
Amended portion
in full caps.

AYES: Commissioners,
Mc Kinnon, Mellon

ABSENT: Commissioner Bissinger

THOMAS J. CAHILL
CHIEF OF POLICE

P. O. No. 5
10-2-61

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 1

San Francisco, California
WEDNESDAY, January 10, 1962

1. At a meeting of the Police Commission held on Monday, January 8, 1962, the following proceeding was had:

MODIFIED DISTRICT BOUNDARIES OF CENTRAL AND NORTHERN DISTRICTS

RESOLVED, that the recommendation of the Chief of Police that the boundaries of the Central and Northern Districts be modified as follows be and the same is hereby approved.

Effective 8:00 A.M., Sunday, January 14, 1962, the District Boundaries of the Central and Northern Districts shall be modified as follows:

1. COMPANY "A" CENTRAL DISTRICT

Beginning at the intersection of the prolongation of the center line of Leavenworth Street and the waters of the San Francisco Bay; thence easterly and southerly along the waters of the San Francisco Bay to the intersection of the prolongation of the southern boundary of the Union Depot (Ferry Building), thence southwesterly along the prolongation of the southern boundary of the Union Depot to the center line of the Embarcadero, thence northwesterly along the center line of the Embarcadero to the center line of Market Street; thence southwesterly along the center line of Market Street to the center line of Leavenworth Street; thence northerly along the center line of Leavenworth Street ((to the point of commencement)); TO THE CENTER LINE OF BROADWAY THENCE WESTERLY ALONG THE CENTER LINE OF BROADWAY TO THE EAST BOUNDARY OF THE MILITARY RESERVATION; THENCE NORTHERLY ALONG THE EAST BOUNDARY OF THE MILITARY RESERVATION (INCLUDING THE SEMI-CIRCULAR DRIVE TO THE WEST OF THE PALACE OF FINE ARTS) TO THE WATERS OF THE SAN FRANCISCO BAY: THENCE EASTERLY ALONG THE WATERS OF THE SAN FRANCISCO BAY TO THE POINT OF COMMENCEMENT.

Par. 2 -

Section 851.5 of the Penal Code of the State of California as amended in 1961 reads as follows:

"Arrested Person May Make Telephone Call. --

(a) Any person arrested has, immediately after he is booked, and, except where physically impossible, no later than three hours after his arrest, the right to make, at his own expense, in the presence of a public officer or employee, at least two telephone calls from the police station or other place at which he is booked, one completed to the person called, who may be his attorney, employer, or a relative, the other completed to a bail bondsman.

(b) Any public officer or employee who deprives an arrested person of the rights granted by this section is guilty of a misdemeanor."

Par. 3 - The foregoing Permanent Order cancels Permanent Order No. 4, dated March 8, 1960.

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICESan Francisco, California
WEDNESDAY, January 24, 1962PERMANENT ORDER NO. 2

At a meeting of the Police Commission held on Monday, January 22, 1962, the following proceeding was had:

RULES AND PROCEDURES AMENDED - ADD RULE 2.112

RESOLVED, that the Rules and Propedures of the San Francisco Police Department be amended to add Rule 2.112 as follows:

2.112 No member shall pay any sum of money or offer any other gratuity or consideration with the intent and purpose of facilitating, inducing or encouraging the retirement of any officer, member or employee of this Department for the purpose of achieving a higher civil service classification, rating or standing, either for himself or any other officer, member or employee, nor shall he directly or indirectly become a party to any such transaction.

AYES: Commissioners McKinnon, Mellon.

ABSENT: Commissioner Bissinger.

THOMAS J. CAHILL
CHIEF OF POLICE

2. COMPANY "E" NORTHERN DISTRICT

Beginning at the point where the center line of Leavenworth Street intersects the center line of Market Street; thence southwesterly along the center line of Market Street to the center line of Duboce Avenue; thence westerly along the center line of Duboce Avenue to the center line of Steiner Street; thence northerly along the center line of Steiner Street to the center line of Broadway ((thence westerly along the center line of Broadway to the east boundary of the Military Reservation; thence northerly along the east boundary of the Military Reservation including the semi-circular drive to the west of the Palace of Fine Arts to the waters of the San Francisco Bay; thence easterly along the waters of the San Francisco Bay to the intersection with the prolongation of the center line of Leavenworth Street, thence southerly along the center line of Leavenworth Street to the center line of Market Street and the point of commencement.))

THENCE EASTERLY ALONG BROADWAY TO THE CENTER LINE OF LEAVENWORTH; SOUTHERLY ALONG THE CENTER LINE OF LEAVENWORTH TO THE POINT OF COMMENCEMENT.

NOTE: THE DOUBLE PARENTHESIS (()) INDICATES THE DELETED PORTION FROM THE PRESENT DISTRICT BOUNDARY.

WORDS IN CAPS INDICATE THE ADDITIONS TO SUCH DISTRICT BOUNDARIES.

AYES: Commissioners Mc Kinnon, Mellon.
ABSENT: Commissioner Bissinger.

2. The Supervising Captain shall confer with the Commanding Officers of both the Central and Northern Districts, with reference to the reassignment of personnel and vehicles to effect this change so that proper and adequate coverage may be given to the area affected.
3. The Director of Criminal Information shall, at his earliest convenience, reassign plot numbers in the affected areas so that such plot will have an A (Central) designation in lieu of their present E (Northern) designations.

THOMAS J. CAHILL
CHIEF OF POLICE

P.O. NO. 3 - - - - - Pago -2- - - - - March 28, 1962 -

MERITORIOUS CONDUCT COMMITTEE

5.131

- .4 A two-thirds vote of those present at the hearing and authorized to vote shall be necessary to approve any application. In voting on applications, members of the Committee may vote a first, second or third grade award, a captains' commendation, or reject the application, regardless of the recommendation of the submitting officer. In the event an applicant does not receive the necessary two-thirds vote for approval in the highest grade for which votes are received, those votes shall be added to the votes received in the lower grades in descending order until the required two-thirds majority is received.

AYES: Commissioners Mc Kinnon, Bissinger,
Mellon.

THOMAS J. CAHILL
CHIEF OF POLICE

SEE PO 158
70

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
WEDNESDAY, March 28, 1962

PERMANENT ORDER NO. 3

At a meeting of the Police Commission held on Monday, March 26, 1962, the following proceeding was had:

RULES AND PROCEDURES AMENDED

RESOLVED, that effective 8:00 A.M., July 1, 1962, the Rules and Procedures of the San Francisco Police Department are hereby amended to read as follows:

MERITORIOUS CONDUCT

5.119 Commendation for Meritorious Conduct shall consist of three (3) grades:

- .1 FIRST GRADE, when all the following elements exist:
 - A. Outstanding bravery above and beyond that expected in the line of duty.
 - B. Where failure to take such action would not justify censure.
 - C. Where the risk of life actually existed and the member had sufficient time to evaluate it.
 - D. Where the objective is of sufficient importance to justify the risk.
 - E. Where the member accomplishes his objective or is prevented from same by incurring a disabling injury or death.
- .2 SECOND OR THIRD GRADE, when all the following elements exist:
 - A. Where the member manifests outstanding bravery in the performance of his duty under circumstances not within the provisions required for a First Grade award.
 - B. Where the member risks his life with full and unquestionable knowledge of the danger involved or where a reasonable person would assume his life was in great danger.
 - C. Where his objective is of sufficient importance to justify the risk.
 - D. Where the member accomplishes his objective or is prevented from same by circumstances beyond his control.

The members of the Meritorious Conduct Committee shall evaluate the objective, the risk, the degree of danger and determine by their vote whether a second or third grade award shall be granted.

.3 THIRD GRADE

- A. In making an investigation in a serious felony case, when it is shown that the apprehension was made possible by diligent and painstaking research on the part of the member and where it clearly appears that he correctly weighed and evaluated all the clues and circumstances at his disposal. This award does not contemplate arrests made solely on the information of an informant.

OPERATION OF DISTRICT BASE STATION TRANSMITTER - continued

5. The Station Keeper shall be responsible for the proper operation of the district base station radio unit. Particular attention shall be given to the following procedures:
- The selected channel shall be monitored momentarily before starting a transmission to assure that the broadcast will not interfere with any other transmission that may be in progress.
 - All transmission shall be brief and pertain solely to police matters.
 - Standard identifiers and code numbers shall be used to the exclusion of personal names.
 - An entry shall be made in the station log book to identify each transmission made via the district station radio. All entries shall be recorded in chronological order and contain the following information insofar as it is applicable.
 - (1) Time of transmission.
 - (2) Transmitted to (identify unit)
 - (3) Nature of message
 - (4) Initials and star number of department member making the radio transmission.

Note: NO DISPATCH OR TRANSMISSION IS DEEMED COMPLETE UNTIL ACKNOWLEDGED.

6. The Federal Communications Commission Rules require periodic identification of each district base station radio unit by the announcement of the officially assigned call-letters specified on the radio license. In order to comply with the FCC rules, each station keeper when reporting on-duty shall transmit a test message to the Communications Section at headquarters via the station radio. The message shall be in the following form and terminate with the announcement of the assigned station call-letters. "(Name of station) to headquarters for test (call-letters)". The official call-letters assigned district stations by the Federal Communications Commission are shown below.

Co. "A" CENTRAL	KMJ 411	Co. "F" PARK	KMJ 417
Co. "B" SOUTHERN	- none -	Co. "G" RICHMOND	KMJ 414
Co. "C" POTRERO	KMJ 408	Co. "H" INGLESIDE	KMJ 415
Co. "D" MISSION	KMJ 409	Co. "I" TARAVAL	KMJ 416
Co. "E" NORTHERN	KMJ 410	Police Range	KMJ 412

Note: There are two other police base station radio units. Candlestick Park-KBL 512 and Youth Guidance (CD) KMJ 413.

7. The radio transmission entries specified herein shall be in addition to any entries presently required to be made in the station log book and on other station records.

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, Calif.
THURSDAY, March 29, 1962

PERMANENT ORDER NO. 4

OPERATION OF DISTRICT BASE STATION TRANSMITTER

1. Base station radio transmitter-receiver units have been installed and are maintained at each district police station (except Southern Station) and at the Police Range. Each of these units is capable of transmitting selectively on any one of three police frequencies (Channel ONE, THREE or FOUR). Each unit will also permit simultaneous monitoring of police broadcasts on two frequencies; Channel ONE (Patrol) and Channel TWO (Emergency). Note: The Police Range unit monitors Channels TWO AND FOUR.
2. The function of these base station transmitter-receiver units is to provide a direct radio communication link between district police stations and the Communications Section at the Hall of Justice. These units shall be kept "ON" and operative at all times unless subject to repair or adjustment by the authorized personnel of the Department of Electricity. Any failure or malfunction of a base station radio unit shall be reported immediately to the Communications Section by the Station Keeper. The Station Keeper shall record such fact by a proper entry in the station log book.
3. The Station Keeper shall monitor the district base station radio at all times, record all assignments broadcast regarding incidents requiring attention within the district and take appropriate action in relation thereto.
4. The district base station radio unit shall be used as a transmitter under the following conditions only:
 - a. In the event of disaster or major incident wherein it becomes evident that the Communications Section at the Hall of Justice has lost effective control of the police radio system, the member-in-charge at a district station shall assume temporary radio control over all motor patrol units assigned within the district boundaries.
 - b. When authorized by Communications Section through established police channels (telephone, teletype, radio) the district station shall assume temporary radio control over all motor patrol units assigned within the district boundaries.
 - c. In day to day operation, an assignment broadcast to a district motor patrol unit by the Communications Section may be acknowledged via the district base station radio unit when the radio car officer is currently in the station necessarily performing police duties and is remote from his mobile transmitter. All radio assignments shall be acknowledged by radio.
 - d. A district station may transmit essential information to a motor patrol unit in an emergency when time does not permit the relay of the intelligence through the Communications Section in the normal manner. This use of the transmitter shall be considered an exception. Under this situation, the district transmission shall be directed to the Communications Section, identify the field unit concerned and state the essential information in clear concise terms. This procedure will assure prompt receipt by the field unit and also alert the Communications Section to the field situation.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 6:

San Francisco, California
Monday, June 11, 1962

REVISED POLICE ANNEX, SAN FRANCISCO DISASTER OPERATIONS PLAN

1. Effective immediately, the provisions of the Police Annex, San Francisco Disaster Operations Plan, issued as Permanent Order No. 7, October 6, 1959, are rescinded, and the Police Annex issued in conjunction with this order shall be the disaster plan and order of this Department.
2. The following elements represent the principal changes in disaster procedures:
 - a. Alert mobilization now will be accomplished through the reporting of personnel to district stations and school facilities, rather than to evacuation route locations;
 - b. Radiological detection instruments will not be carried in vehicles, except under alert conditions;
 - c. A disaster plan for the new Hall of Justice has been included.
3. Prior to June 22, 1962, each company and bureau shall submit a memorandum to every district of residence listing the names, ranks, star numbers, home addresses and telephone numbers of all members of the command residing in that district who are subject to mobilization center assignment. Where a member is an Inspector and is on leave from the position of Sergeant or is a Sergeant Assistant Inspector, a notation shall be made. Information on members of a unit who reside outside of San Francisco shall be forwarded to the Division of Personnel.
4. Not later than July 16, 1962, the "Mobilization Assignment Special Order" shall be issued by the district companies according to provisions of the Annex. Copies of the special order form may be procured from the General Office in the desired quantities. Until a member receives the special order, his alert response shall be to his district station of residence, if a local resident; or according to his previous alert assignment, if he lives outside of San Francisco.
5. Keys for the school facilities will be given to Company Commanders upon receipt from the School Department. Company Commanders shall make their own arrangements concerning utilization of the buildings.
6. There shall be strict compliance with the provisions of II-C-3-a, concerning the continued attention to the requirement that every member always must be in possession of a currently valid mobilization center assignment.

P. O. No. 6:
6-11-62

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
TUESDAY, May 22, 1962

PERMANENT ORDER NO. 5

1. At a meeting of the Police Commission held on Monday, May 21, 1962, the following proceeding was had:

RULES AND PROCEDURES AMENDED

RESOLVED, that the Rules and Procedures of the San Francisco Police Department be amended as follows:

- Section 5.15.3 With approval of their appointing officer, members may elect not to take their entire vacation in any one year, and carry over time not used, for use in future years as follows:
1. More than one but less than five years service, five working days.
 2. Five or more years, ten working days.
 3. Time so carried over to be accumulated and used in units of five working days.
 4. No member may accumulate unused vacation allowance in excess of thirty (30) working days, regardless of length of service. DEFERRED VACATION IS GOOD UNTIL USED AND SHALL NOT BE RENEWED EACH YEAR.
 5. MEMBERS ELECTING TO DEFER A PORTION OF THEIR ANNUAL VACATION SHALL COMPLETE THE "REQUEST TO DEFER VACATION" CARD, FORM PR 6.1.7, IN CONJUNCTION WITH THEIR WRITTEN REQUEST in sufficient time for consideration by the Office of the Chief.
 6. MEMBERS ELECTING TO USE ALL OR PART OF THEIR DEFERRED VACATION IN CONJUNCTION WITH THEIR REGULAR VACATION SHALL COMPLETE THE "REQUEST TO USE DEFERRED VACATION" CARD, FORM PR 6.1.8 AND SUBMIT SAME WITH THEIR REGULAR VACATION CARD, FORM F2401, IN SUFFICIENT TIME FOR CONSIDERATION BY THE OFFICE OF THE CHIEF. DATES USED ON VACATION CARD SHALL INCLUDE ANY DEFERRED VACATION USED.
 7. MEMBERS DESIRING TO USE ALL OR PART OF THEIR DEFERRED VACATION NOT IN CONJUNCTION WITH THEIR REGULAR VACATION, SHALL SUBMIT THE "REQUEST TO USE DEFERRED VACATION" CARD, FORM PR 6.1.8, IN SUFFICIENT TIME FOR CONSIDERATION BY THE OFFICE OF THE CHIEF.

(AMENDED PORTION IN FULL CAPS)

AYES: Commissioners Mc Kinnon, Bissinger, Mellon.

2. DEFINITION:

DEFERRED VACATION : Request to use a portion of vacation in current year and accumulate remainder for use in future years.

SPLIT VACATION : Request to use a portion of vacation at one time during year and remainder at another time in SAME YEAR.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

P.O. NO. 8
8-7-62

San Francisco, California
TUESDAY, August 7, 1962

PERMANENT ORDER NO. 8:

1. At a meeting of the Police Commission held on Monday, July 30, 1962, the following resolution was adopted:

RULES AND PROCEDURES AMENDED - UNIFORM SPECIFICATIONS

RESOLVED, that the Rules and Procedures of the San Francisco Police Department are hereby amended by adding the following section:

PARKING CONTROLMEN

- 7.262 Shall, when on duty, be attired as follows:

.1 JACKET

17 ounce 100% Virgin Wool Strato-Blue Whipcord. Zipper front to close to the neck with 8i-Swing back and three piece waistband. It is to be easy fitting. Under collar pieced and seam held open under collar stiffener which is to be sewn on with four stitchings 1/4" apart following the curve of the stiffener. Top collar and under collar sewn together with 1/4" seam, turned and top stitched 1/4" from edges with under collar pulled slightly away from edge. Under collar attached to neckhole. Collar turned and stitched down across inside of back and facings with 1/16" bead. There shall be two outside patch pockets 7" wide x 7" deep placed on drilled holes with sides parallel to front edges of coat. Two lined flaps 7-1/4" x 2-3/4" bottom band to top except for rounded corners, stitched, turned and stitched with 1/4" welt. Bottom of pockets to be 2" above waistband. Flaps closed with button and buttonhole centered and 1/2" from lower edge of flap. Sleeves to be reinforced at elbow. Jacket to be Day's No. 5027, Line 4, or equal.

.2 TROUSERS

Trousers are to be made of 17 ounce 100% Virgin Wool Strato-Blue Whipcord with two side pockets. Top of pocket opening to be tilted forward 7/8" from side seam at waistband. 7" pocket opening between bar-tacks. Pockets to be 6-1/2" wide, 12" deep from waistband seam closed by serging. Two single welt hip pockets with 6" opening to be finished parallel to and 4-1/2" down from top of garment. Pockets 6" deep from top of welt to be closed with lock stitch 1/4" from each side and turned. Trousers to have Keystone belt loops. The trousers shall be finished with plain bottoms without cuffs. Trousers to be Day's No. 5021, Line 4, or equal.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
WEDNESDAY, June 13, 1962

PERMANENT ORDER No. 7:

1. At a meeting of the Police Commission held on Monday, June 11, 1962, the following proceeding was had:

RULES AND PROCEDURES AMENDED

RESOLVED, that the Rules and Procedures of the San Francisco Police Department are hereby amended by adding the following sections:

COMMANDING OFFICER - COMMUNITY RELATIONS UNIT

- 3.359 Shall report direct to the Chief. The unit shall consist of such members as the Chief deems necessary to carry out its functions and duties.
- 3.361 Shall institute a program toward the creation of a better understanding and closer relationship between the San Francisco Police Department and the Community it serves, and promote greater public cooperation and liaison between the Police Department and the public.
- 3.363 Shall be charged with the informing of the public more fully as to its responsibilities in the maintenance of community peace and the preservation of law and order to the end that improved community relations will increase the effectiveness of the Department through the better understanding and voluntary cooperation of the citizenry.
- 3.365 The Commanding Officer of the Community Relations Unit shall establish contact with organizations and groups within the community and hold meetings with same in order to promote the above-stated objectives.

AYES: Commissioners Mc Kinnon,
Bissinger.

ABSENT: Commissioner Mellon

- 2- The Community Relations Unit shall establish headquarters in the Office of the Police Commission, Room 505, Hall of Justice.
- 3- As a definite part of its assignment, it shall be necessary for members of this Community Relations Unit to visit various Stations and Bureaus within this Department and to consult with Commanding Officers. All possible cooperation shall be afforded to members of this Unit on such assignment.

THOMAS J. CAHILL
Chief of Police

P.O. No. 7
6-13-62

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
THURSDAY, August 30, 1962

PERMANENT ORDER NO. 9:

At a meeting of the Police Commission held on Monday, August 27, 1962, the following resolution was adopted:

RESOLUTION NO. 109

RULES AND PROCEDURES AMENDED

RESOLVED, that the Rules and Procedures of the San Francisco Police Department be and the same are hereby amended to read as follows:

12.63 Shall, when narcotics are booked and held as evidence, place such narcotics in a sealed container separate from all other property. The container shall be sealed with wax and the signature of the Booking Officer shall be written across the flap. Narcotic evidence so booked shall be delivered immediately to the "Narcotic Drop" located in the wall of the corridor between Room 435 and Room 437, Fourth Floor, Hall of Justice.

.1 The special 9 x 12 manila envelope titled "Analyzed Evidence" (PR 7.0.12) shall be used to forward suspected narcotic material to the Crime Laboratory for analysis. This envelope shall be used ONLY to forward narcotic evidence, to the exclusion of the Property Envelope F-2426.

.2 In cases where more than one (1) envelope is required for material mentioned in a single report, the total number of packages will be entered in the box designated "total packages" on each envelope used, and the number of the individual envelope will be entered in the box titled "Package Number".

AYES: Commissioners Bissinger,
Fazackerley.

ABSENT: Commissioner McKinnon.

The above Permanent Order cancels the present rule 12.63, Permanent Order No. 6 dated March 17, 1960, and General Order No. 6 dated Friday, January 27, 1961.

THOMAS J. CAHILL,
CHIEF OF POLICE

.3 CAP

To be same material as uniform, 17 ounce 100% Virgin Wool Strato-Blue Whipcord, 8 point. Top detachable with black visor and black chin strap.

.4 SHIRT

Medium blue color, heavyweight poplin, no shoulder straps. Burton's Conqueror No. 879, or equal.

.5 NECKTIE

Air Force navy blue color, four-in-hand 100% wool.

.6 EMBLEM - HAT

To be the approved Police Department Parking Controlman emblem and centered on front eyelet.

.7 EMBLEM - BREAST

To be the approved Police Department Breast Emblem with metallic detachable numerals indicating Parking Controlman's designated number, to be worn on the left side of chest centered above pocket.

.8 SHOES

Black color, conservative style, highly polished.

.9 SOCKS

To blend with color of uniform.

.10 RAINCOAT

To be of good manufacture. Color - high visibility yellow. Garment to be 100% waterproof.

AYES: Commissioners Pazackerley, Mc Kinnon.

ABSENT: Commissioner Bissinger.

THOMAS J. CAHILL,
CHIEF OF POLICE

October 8, 1962

4. Miscellaneous Provisions.

- a. A properly signed claim form must be submitted within thirty days of the date of the alleged loss to the claimant for reimbursement to be made.
- b. The company commander, bureau or activity head must, prior to approving a claim:
 - 1) By his own judgment, establish a fair value for losses claimed, giving due consideration to the initial cost, age of the item, probable life expectancy, condition at the time of damage, etc., and whether the item can be repaired or must be replaced. State sales taxes at 4% may be included in costs of replacement items. (Information on prices currently quoted by local suppliers of standard uniform and equipment items may be obtained from the Director of Personnel and Training.)
 - 2) Satisfy himself that the loss claimed did not result from negligence on the part of the claimant.
- c. A claim shall not be made under these provisions for items compensable under Workmens' Compensation in connection with lost time due to injuries received as part of the same incident.
- d. Restitution ordered by a court, unless actually made in full during the court appearance, is not to be accepted by the member.
 - 1) If full restitution is ordered by the court, but cannot be made at the time by the accused, the member will advise the probation officer or other person tendering payment that restitution is to be made to the City Treasurer. The member will then proceed with his claim under the provisions hereinabove described.
- e. Forms specified herein will be distributed through regular supply channels.

THOMAS J. CAHILL
Chief of Police

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
MONDAY, October 8, 1962

PERMANENT ORDER No. 10

REIMBURSEMENT FOR UNIFORM DAMAGE

1. Effective March 28, 1962, Ordinance 90-62 was adopted amending the San Francisco Administrative Code by adding Sections 10.25-1 through 10.25-7 thereto providing for the payment of the cost of repair or replacement of equipment, property or prostheses of uniformed Officers or employees which has been damaged in the line of duty. Thus, the City will reimburse a member of the Police Department whose equipment, property or prostheses has been so damaged in the line of duty (without fault of the officer or employee) that the item must be repaired or replaced. This does not include reimbursement for such repair, replacement or cleaning as is occasioned by (a) normal wear and tear or (b) negligence on the part of the claimant.
2. There are two forms provided for use in applying for such reimbursement; namely (1) CLAIM FOR COST OF REPLACEMENT OR REPAIR OF EQUIPMENT, PROPERTY OR PROSTHESES (Form No. O-120); and (2) CERTIFICATION OF DEPARTMENT HEAD (FORM No. O-120-A). The first form shall be made out and signed by the claimant, and the certification form by the company commander, bureau or activity head, with final approval by the Chief. Commanding officers and bureau or activity heads shall carefully scrutinize claims submitted to them, and indicate approval or disapproval by preparing and signing in the lower left corner the Certification of Department Head form, with the word APPROVED or DISAPPROVED over the signature. Note that the method of arriving at the value allowed must be shown on the back of the Certification form. Responsibility and authority for this initial establishment of value and approval cannot be delegated below company commander, bureau or activity heads (or those acting in that capacity).
3. Routing:
 - a. The original and one copy of each of the two types of completed forms (whether approved or disapproved by the initial approving authority) along with such pertinent data as copies of Offense Reports, statements of witnesses, cleaning and tailors' bills or estimates, etc., which the initial approving authority feels support his approval or disapproval of the claim, will be sent to the Director of Personnel and Training for administrative review.
 - b. After administrative review, the complete set of forms and supporting data will be sent to the Chief for his action. Upon completion, they will be returned to the Personnel and Training Bureau.
 - 1) If the claim has been approved by the Chief, the duplicate forms and supporting data will be extracted and made a part of the member's personnel file, and the originals shall be forwarded to the Controller by the Bureau of Personnel and Training after certification has been made as to the availability of funds.
 - 2) If disapproved by the Chief, the originals and supporting data will be returned to the claimant, and the duplicates will be filed in the Bureau of Personnel and Training.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
THURSDAY, November 15, 1962

PERMANENT ORDER NO. 12

At a meeting of the Police Commission held on Tuesday, November 13, 1962, the following resolution was adopted:

RESOLUTION NO. 137

RULES AND PROCEDURES - AMENDED:

RESOLVED, that the Rules and Procedures of the San Francisco Police Department be, and the same are hereby amended as follows:

SUPERVISING OFFICER, DOG PATROL UNIT

- 3.184 Shall report to the Supervising Captain.
 - .1 Shall have general supervision of the dogs of the department and all equipment relative thereto, and shall be responsible for the proper care of such dogs and equipment.
 - .2 Shall assign dogs to members of the Dog Patrol Unit.
 - .3 Shall, when a member is not adapted or suitable for dog patrol service, report such fact in writing to the Supervising Captain.
 - .4 A member of the Dog Patrol Unit shall be responsible for the proper care and control of his dog and equipment assigned to him.
 - .5 A member shall immediately report to his supervising officer any sickness of or injury to his dog, and shall make a written report to the Supervising Captain setting forth the circumstances surrounding such sickness or injury.

AYES: Commissioners Mc Kinnon, Fazackerley, Bissinger.

THOMAS J. CAHILL
Chief of Police

P.O. No. 12
11-15-62

OFFICE OF THE CHIEF OF POLICE
Hall of Justice

San Francisco, California
TUESDAY, November 13, 1962

PERMANENT ORDER NO. 11

COMMAND POSTS

1. " In the event of an occurrence of a police nature which would require intensive coordination of policing activity such as at the scene of a large fire, catastrophe, etc., where large crowds assemble and extensive traffic and crowd control is necessary, a field unit at the scene shall immediately establish itself as the "Official Command Post" for this particular event and notify the Bureau of Communications of its call sign and established location.
2. The senior officer present shall be responsible for the proper coordination by this unit of all orders and requests for service and the necessary deployment of personnel.
3. The Officer in Charge or an Officer designated by him shall remain at the "Command Post" and maintain radio contact with the Bureau of Communications as may be necessary.
4. The member on duty at the Bureau of Communications shall coordinate all requests or orders via radio or telephone in such a manner that all field units are aware of the current situation.
 - a. The Bureau of Communications shall transmit on all channels orders or requests received from the Command Post.
5. Field units shall make every effort to monitor their radios so as to be informed of developments and available for instructions.
6. When the situation has reached a point where a police problem no longer exists, the Command Post shall be deactivated by notifying the Bureau of Communications "Command Post is 10-7."

THOMAS J. CAHILL
Chief of Police

Permanent Order No. 11
11-13-62

OFFICE OF THE CHIEF OF POLICE

HALL OF JUSTICE

San Francisco, California

FRIDAY, December 21, 1962

PERMANENT ORDER NO. 14ANIMAL BITE INVESTIGATIONS

1. During the World Fair of 1939-1940, one rabid dog brought into San Francisco by a visitor infected seventy-two animals, and there was one human death. While there has been no case of either human or animal rabies here since 1941, the counties to the north and east have been declared rabies areas. Consequently, at any time an incidence of the disease may be found here, probably through transmission by a dog that had accompanied its owners on an outing in the endemic area. Inasmuch as developed rabies is a disease invariably fatal to man and animal, the importance of detecting the malady in an animal immediately after it has bitten a human being is obvious.
2. The possibility of making this animal inspection a responsibility of the Health Department has been explored fully. That agency's lack of personnel to perform the task makes it mandatory that the Police Department continue to perform the function. In full recognition of the fact that lives are at stake in the proper handling of animal bite complaints, a new procedure formulated jointly by the Bureau of Disease Control and this office has been introduced. The new program incorporates the following elements:
 - a. New reporting forms in quadruplicate, and serially numbered;
 - b. Informative literature for owners of the biting animals;
 - c. Telephoning of information concerning an animal bite incident by the Department of Public Health representative to the district station directly;
 - d. Early inspection and quarantine of the biting animal by a police officer;
 - e. Immediate notification of proper authority where signs and symptoms of illness are present;
 - f. Re-inspection of the animal within forty-eight hours in cases of doubtful illness;
 - g. Release from quarantine by a police officer when fourteen days from the date of bite have elapsed;
 - h. Follow-up of all incidents by the Record Section.
3. Effective immediately, the provisions outlined below shall govern the reporting, inspection, quarantine, and release of animals involved in the biting of a human. Those provisions shall supersede those of any previously issued order deemed in conflict.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
FRIDAY, November 23, 1962

PERMANENT ORDER NO. 13

I. At a meeting of the Police Commission held on Monday, November 19, 1962, the following resolution was adopted:

RESOLUTION NO. 143

RULES AND PROCEDURES - AMENDED

RESOLVED, that the Rules and Procedures of the San Francisco Police Department be, and the same are hereby amended as follows:

LEATHER JACKETS FOR MEMBERS OF MOUNTED
DOG PATROL UNIT, MOTORCYCLE OR ACCIDENT
INVESTIGATION DUTY

- 7.185 Members assigned to duty with the Mounted, DOG PATROL UNIT, Motorcycle or Accident Investigation Details shall be permitted to wear a leather jacket of the same type as worn at the present time by these details. This leather jacket SHALL NOT be worn while in attendance at public functions, but the official uniform coat shall be worn.

PERMANENT ORDER NO. 13

(Amended Portion in full caps and double underlined.)

I. At a meeting of the Police Commission held on Monday, November 19, 1962, the following resolution was adopted:

II. At a meeting of the Police Commission held on Monday, November 19, 1962, the following resolution was adopted:

RESOLUTION NO. 144

RULES AND PROCEDURES - AMENDED

RESOLVED, that the Rules and Procedures of the San Francisco Police Department be, and the same are hereby amended as follows:

3.279

7.185

- .1
- .2
- .3
- .4

The Bureau of Criminal Information shall consist of the following units: the Mounted, DOG PATROL UNIT, Motorcycle or Accident Investigation Details, Communications Section, Records and Complaint Section, Statistical Section, and CENTRAL WARRANT BUREAU. This leather jacket shall not be worn while in attendance at public functions, but the official uniform coat shall be worn.

(Amended Portion in full caps and double underlined.)

AYES: Commissioners Mc Kinnon, Fazackerley, Bissinger,

THOMAS J. CAHILL
CHIEF OF POLICE

P.O. NO. 13

11-23-62

R. RESOLUTION NO. 144

RULES AND PROCEDURES - AMENDED

December 21, 1962

9. At the end of his tour of duty, the inspecting officer shall return completed Form #1 to the Lieutenant on duty, who shall forward it to the Captain's Clerk following approval. The Captain's Clerk shall complete the first portion of Part B, Form #3, and file it for return inspection or release from quarantine. He shall forward completed Form #1 to the Record Section.
10. The Record Section will receive a copy of a Bureau of Disease Control form immediately after that agency telephones in receipt, the Record Section shall complete the form, and file it to match Form #1 when it has been forwarded by the district station. If after a reasonable time Form #1 has not been received, the Director of Criminal Information shall advise the Company Commander involved concerning the failure. When Form #1 has been received from the district station, the Record Section shall complete the Bureau of Disease Control form, and shall forward completed Form #1 to that Agency for final disposition.
11. When fourteen days from the date of bite have elapsed, the Captain's Clerk shall give Form #4 to the Lieutenant for release from quarantine assignment. The releasing officer shall inspect the animal, complete and sign Form #4, giving the lower part to the animal's owner as authority for release. At the end of his tour of duty, the releasing officer shall give completed Form #4 to the Lieutenant on duty, who shall convey it to the Captain's Clerk after approval. Thereupon, the Captain's Clerk shall complete Form #3, retain it as the station record, and then forward Form #4 to the Record Section. This will complete the district station's role in processing.
12. When the Record Section receives Form #4, it shall make the proper entry on the Bureau of Disease Control form, and file the latter as the permanent Police Department record. Form #4 then shall be forwarded to the Bureau of Disease Control, completing the entire process.
13. Whenever a lack of cooperation becomes evident, either at the time of inspection or during the quarantine period, the inspecting officer shall advise the owner that the animal may be impounded by the S.P.C.A. at his own expense. If continued defiance is manifest, the inspecting officer shall consult his platoon commander concerning feasibility of impounding. If it is determined that impounding by the S.P.C.A. would be in the best public interest, that agency should be advised of the decision, and a report shall be made to the Company Commander. The fact should be noted on Forms #1, #3, and #4, whereupon they shall be forwarded to the Bureau of Disease Control through the Record Section. Thereupon the Police Department's responsibility for inspection and quarantine in the case will be terminated.
14. The provisions of this order shall become effective at 12:01 A.M. January 1, 1963. Forms and literature will be forwarded to each district station prior to this date. Additional supplies may be obtained from the Property Clerk as needed.

THOMAS J. CAMILL
CHIEF OF POLICE

P.O. NO. 14
12-21-62

4. Each district station has received rabies control literature, and copies of the new animal bite report forms. Each report set consists of four forms, serially numbered, and designated as follows:
 - a. Form #1 - "Animal Bite Investigation."
 - b. Form #2 - "Animal Quarantine Notice."
 - c. Form #3 - "Activities of Animal Bite Investigation."
 - d. Form #4 - "Release of Animal From Quarantine."

In turn, each form consists of Part A and Part B. Carbons are positioned in such a manner that filling in Part A of Form #1 imprints identical information on Part A of the other three forms. Part B of each form must be filled in individually.

5. When the representative of the Department of Public Health receives information of an animal bite, he will telephone the district station within whose jurisdiction the animal is located. The station keeper shall record the information on Part A of Form #1 as it is received, and he shall report to the Health Department representative making the call the number of the report set used. He then shall make an entry in the station log book, recording the same number.
6. The station keeper then shall convey Forms #1 and #2 to the on-duty Lieutenant, and Forms #3 and #4 to the Captain's Clerk. At the earliest possible time, the Lieutenant shall assign Forms #1 and #2 to a radio car or foot boat officer for inspection and quarantine. The Lieutenant shall make a record of the assignment, and if unaccomplished at the end of the officer's tour of duty, Forms #1 and #2 shall be returned to the Lieutenant now on duty, and a new assignment made. If the animal cannot be located because of gross insufficiency of address, after reasonable inquiry in the neighborhood, the reporting authority should be notified and additional information procured.
7. When the owner of the animal has been contacted, he shall be asked the questions listed on Form #1. In addition, the officer shall examine the animal visually. It is recognized that the police officer is not trained in veterinary science. Nevertheless, it ordinarily does not demand professional proficiency to note newly developed signs and symptoms which may be rabies. They are numerous, and sometimes vague. Most commonly, a sudden change in behavior associated with excitability or withdrawal, with the later developing paralysis, is in evidence. The owner should be questioned to determine the possibility of mood change in the animal. If the animal appears ill, the S.P.C.A. and the D.P.H. shall be notified immediately. The owner should be encouraged not to destroy the animal. If it has died, prompt efforts should be made to secure the brain for examination. If there is a question of illness in the officer's mind, a memorandum shall be made advising re-inspection in forty-eight hours, and the Captain shall determine that the re-inspection is accomplished.
8. Upon completing the interview of the owner and inspection of the animal, the officer shall complete Parts B of Forms #1 and #2, signing both. He then shall convey Form #2 to the owner, instructing him to confine the animal on the premises until released from quarantine fourteen days after the date of the making certain that it does not escape. If it is apparent that no suitable place for quarantine exists, the owner should be advised that it can be confined at the Animal Shelter for a minimal charge. Informational literature also should be given the owner, and he should be told of his reporting responsibilities should the animal develop signs and symptoms of rabies during quarantine.

required, he shall be notified. In an intoxication or begging case, where he wishes that a charge will be prosecuted, he should be instructed to go to Department # 13, Sixth Floor, Hall of Justice at 8:45 A.M. of the business day following the arrest. A continued case will be heard at 10:00 A.M. of a later date in another court.

b. In felony cases where investigative responsibility lies with the Sex Crimes-Missing Persons Detail, particularly in crimes of Rape, Assault with Intent to Commit Rape and Extortion, and regardless of whether or not an arrest is made, the complainant shall be advised to appear in person in said detail at 9:30 a.m. of the police day following the date of occurrence, if physically able, except when said following day is a Sunday or Legal Holiday. In a felony case where investigative responsibility lies with the General Work-Homicide Detail, particularly in crimes of Assault with Intent to Commit Murder, Aggravated Assault or Felony Wife Beating, and regardless of whether or not an arrest was made, the complainant shall be advised to appear in person in said detail at 9:30 a.m. of the police day following the date of occurrence, if physically able, except when said following day is Saturday, Sunday or Legal Holiday.

In cases where the investigative responsibility lies with the Auto, Burglary or Fraud Details, the complainant shall be advised the investigating officer assigned to the case will contact the complainant and advise him or her of the follow-up procedure pertaining to the case. (This will be as soon as possible after investigative assignment of case and generally the day following the commission of the crime.)

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

Permanent Order No. 1

San Francisco, California
WEDNESDAY, January 2, 1963;

COURT AND INVESTIGATIVE UNIT ATTENDANCE AFTER
ARREST OR REPORT

1. The provisions of this order shall govern the court and investigative unit appearances of officers and complaining witnesses following an arrest, or after submission of a crime report. The principles contained do not apply necessarily to the prosecution activities of officers of the investigative unit with relation to cases within their jurisdictions, or to arrests made under the authority of a warrant.
2. Arresting officers need not appear in court, in the office of the District Attorney, or at the Bureau of Inspectors or other investigative unit except in response to a subpoena, notification by the court liaison officers, or the instruction of an investigating officer or members of the District Attorney's office; except in the following cases:
 - a. When investigative responsibility following a felony arrest lies with the Bureau of Inspectors, the arresting officer shall contact the detail of the Bureau to which the case is assigned either in person or by telephone as soon as practicable after 9:00 a.m. of the police day following the date of arrest, except when said following day is a Sunday or Legal Holiday.
 - b. Where the arresting officer is the victim or principal complainant in a misdemeanor case, and he believes that a more adequate determination would result through personal appearance rather than submission of the case on the report, he shall be present in the court upon occasion of the first hearing.
 - c. In felony cases involving an assault upon a police officer, the arresting officer shall be present in court upon the occasion of the first hearing.
3. Complainants other than arresting officers shall be advised as follows:
 - a. In a misdemeanor case, the appearance of a complainant at a first hearing shall be optional. When his presence is

Canceled Capt. J. Butler
3/1/63

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
FRIDAY, March 1, 1963

PERMANENT ORDER NO. 2

CITY PRISON ELEVATOR PROCEDURE

1. In the event that the City Prison elevator used exclusively for prisoners is out of order, the following procedure shall be followed:
 - a. The City Prison shall be notified immediately by the member discovering that the "prisoner elevator" is out of order.
 - b. The member of the City Prison receiving this information shall immediately notify the Prison Keeper who shall assign an officer to manually operate and attend the "visitors elevator". Manual operation may be effected by the use of a key which will be retained in the Key cabinet of the City Prison. No person, other than prisoners and members of the Department shall be permitted on this elevator when prisoners are being carried.
 - c. The City Prison shall immediately notify the Bureau of Communications of the change of elevators so that this information may be broadcast by radio and teletype advising Department Units to use the "visitors elevator" in bringing prisoners to the City Prison instead of the usual "prisoners elevator."
2. In the event the City Prison is unable to furnish a member to operate the "visitors elevator" as set forth in paragraph 1 b, the Bureau of Communications shall notify the Southern Station or the Traffic Bureau to provide the necessary detail.
3. When the regular "prisoner elevator" is returned to normal service, the City Prison shall notify the Bureau of Communications of this fact to permit the broadcast of the information by radio and teletype for the benefit of Department members who shall be guided accordingly.
4. It shall be the responsibility of the Prison Keeper to ascertain that the key for manual operation of the "visitors elevator" is returned to its proper place in the key cabinet of the City Prison.

THOMAS J. CAHILL
CHIEF OF POLICE

Permanent Order No. 2
3-1-63

c. In a case of robbery or purse snatching, where an arrest was made, the complainant shall be told to report to the Robbery Detail at 9:30 a.m. of the first business day following the incident, except where said following day is a Saturday, Sunday or Legal Holiday. Where no arrest was made, the victim shall be advised to contact the Robbery Detail by telephone at that time.

The provisions of paragraphs "b" and "c" shall not apply where either the perpetrator or victim was a juvenile. In felony arrest cases other than those enumerated above, he shall be told that he will be summoned when his attendance in court is required.

4. Information concerning cases can be obtained as follows:
 - a. Concerning bureau or assignment of case, call KL 3-1506.
 - b. Concerning a Municipal Court traffic case, call KL 2-3008, Dept. 16.
 - c. Concerning other Municipal Court cases, call KL 2-3008, Criminal Records.
 - d. To contact Municipal Court police liaison officers for any reason, call KL 2-3008, Department 13.
5. Booking at the City Prison must have been accomplished prior to 5:00 a.m. in order to have a case placed on a court calendar for that day.
6. Inasmuch as many misdemeanor cases are disposed of through submission on the arrest reports, the report should include complete, clear and precise details concerning the incident involved.
7. A notification to an officer to be present in a court or bureau pursuant to the provisions of this order shall be made by communicating with his station or bureau. Where a member is assigned to a district station, the notification shall be entered in the station log, and a Lab 33 shall be made. The member shall acknowledge the notification by placing his initials and star no. in his own handwriting on the Lab 33. The arresting officer shall be given sufficient advance notice of his required court appearance to assure his attendance.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
THURSDAY, March 7, 1963

PERMANENT ORDER NO. 3

At a meeting of the Police Commission held on Tuesday, March 5, 1963, the following resolution was adopted:

RESOLUTION NO. 189

RULES AND PROCEDURES - AMENDED

RESOLVED, that the Rules and Procedures of the San Francisco Police Department be, and the same are hereby amended as follows:

CHIEF OF POLICE

- 3.06 May for disciplinary purposes suspend a member for a period not to exceed ten (10) days for violation of the Rules and Procedures of the Department. Any member so suspended shall have the right to appeal such suspension to the Police Commission, and have a trial and hearing on such suspension. Written notice of appeal must be filed within ten (10) days after such suspension, and the hearing of said appeal must be held within thirty (30) days after the filing of said notice of appeal. If the Commission shall reverse or alter the finding of the Chief, it shall in the case of a reversal and in other cases, it may in its discretion, order that the member affected be paid salary for the time of his suspension. In the event the Chief should exercise such power of suspension, the member involved shall not be subject to any further disciplinary action for the same offense. In every suspension imposed pursuant to this rule, a statement in writing shall be given to the suspended member, giving notice of the authority by which it is made, the cause of the action, the length of suspension, and the right of appeal. A copy of this notice shall be forwarded to the Board and to the member's Commanding Officer. A suspension imposed pursuant to this rule shall be referred to as a "Disciplinary Suspension by the Chief."

(NEW RULE ADDED)

SUSPENSION

- 5.153 A member may be suspended by the Chief pending trial before the Board, OR AS A DISCIPLINARY MEASURE BY THE CHIEF PURSUANT TO RULE 3.06.

(AMENDED PORTION IN FULL CAPS)

- 5.160 Whenever a disciplinary suspension by the Chief has been imposed, the member may appeal to the Board for hearing not later than ten (10) days after such suspension. The appeal shall be filed with the Secretary of the Board by the member and shall be in writing. The hearing on the appeal shall be held not later than thirty (30) days following filing. The member may be represented by counsel, and may produce witnesses, who shall be heard under oath.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
THURSDAY, March 7, 1963

PERMANENT ORDER NO. 2

CITY PRISON ELEVATOR PROCEDURE

1. In the event that the City Prison elevator used exclusively for prisoners is out of order, the following procedure shall be followed:
 - a. The City Prison shall be notified immediately by the member discovering that the "prisoner elevator" is out of order.
 - b. The member of the City Prison receiving this information shall immediately notify the Prison Keeper who shall assign an officer to attend the "Visitors' Elevator". The attending officer shall use the "Emergency Toggle Switch" to keep this elevator immobile during the loading or unloading of prisoners. No person, other than prisoners and members of the Department shall be permitted on this elevator while prisoners are being carried.
 - c. The City Prison shall immediately notify the Bureau of Communications of the change of elevators so that this information may be broadcast by radio and teletype advising Department Units to use the "visitors elevator" in bringing prisoners to the City Prison instead of the usual "prisoner elevator".
2. In the event the City Prison is unable to furnish a member to attend the "visitors' elevator" as set forth in Paragraph 1b, the Bureau of Communications shall notify the Southern Station or the Traffic Bureau to provide the necessary detail.
3. When the regular "prisoner elevator" is returned to normal service, the City Prison shall notify the Bureau of Communications of this fact to permit the broadcast of the information by radio and teletype for the benefit of Department members who shall be guided accordingly.

THOMAS J. CAHILL
Chief of Police

GENERAL ORDER NO. 22:

San Francisco, Calif.
FRIDAY, March 22, 1963

MEMORIAL MASS, SUNDAY, MARCH 31, 1963

1. His Excellency, Archbishop Joseph T. Mc Gucken, has invited the members of the San Francisco Police and Fire Departments to assist at a Memorial Mass in St. Joseph's Church, Tenth and Howard Streets, on Sunday, March 31, 1963 at 9:00 A.M.
2. I have accepted the invitation on behalf of the members of this Department and am using this means of conveying the Archbishop's message to you. EVERY MEMBER OF THE DEPARTMENT AND ALL RETIRED OFFICERS, IRRESPECTIVE OF RELIGIOUS BELIEF, ARE INVITED TO ATTEND THIS CEREMONY.
3. All will assemble at 8:30 A.M. on the Northern side of Howard Street between Tenth and Eleventh Streets. Members of the uniformed force shall wear full dress uniforms and white gloves.
4. Members will fall in twelve deep on the north side of Howard Street facing the Church. The head of the formation will front on the Church entrance and will extend westward to Eleventh Street.
5. Captain Walter Ames, Commanding Officer of Co. "B", shall issue the necessary orders for the clearance of parked automobiles from both sides of Howard Street, between Tenth and Eleventh Streets, in time for the service.
6. Supervising Captain Philip G. Kiely shall regulate the order in which the members enter the Church. Captain Willison H. Lingafelter, Headquarter's Co., Lieutenant Hugh J. Conroy, Company "F", Sergeant John D. Leahy, Company "E", and Sergeant William J. Murphy, Company "I", are hereby detailed as his aides.
7. The following named members of this Department shall report to Captain Kiely inside the Church at 8:00 A.M. on this date and will act as ushers.

Sergeant Dennis Smith	Mission Station
Sergeant Hugh C'Connor	Northern Station
Officer John O'Connor	Richmond Station
Officer Richard Patten	Richmond Station
Officer Thomas Tyrrell	Golden Gate Park Station
Officer Frank Gannon	Richmond Station
Officer John Mc Carthy	Headquarters Company
Officer John Young	Headquarters Company
Officer Alan Larkin	Headquarters Company

To report at the time and date as stated above and to act as Mass Servers:

Sergeant Bernard Shea	Traffic Bureau
Officer Frank Jordan	Headquarters Company

All of the above-named members shall be attired in full dress uniform with white gloves.

8. In order to enable those members of the Department who would normally "double back" on this date the opportunity to attend the Memorial Mass, the Change of Watch shall be deferred to Monday, April 1, 1963.

Company Commanders shall make a canvass of their respective Companies to ascertain the number of members who will attend this 17th Memorial Mass. Results of the canvass shall be telephoned to the Office of the Supervising Captain by 10:00 A.M. FRIDAY, MARCH 29, 1963.

THOMAS J. CAHILL
Chief of Police

(NEW RULE ADDED)

SECRETARY, POLICE COMMISSION

- 3.358 Shall receive the appeal of a member who has been given a disciplinary suspension by the Chief. He, thereupon, shall advise the Board and the Chief of the appeal, and shall set the time of hearing within thirty (30) days after filing. The member shall be advised of the time not later than five (5) days before the hearing.

(NEW RULE ADDED)

AYES: Commissioners Fazackerley
Mc Kinnon.

ABSENT: Commissioner Bissinger.

THOMAS J. CAHILL
Chief of Police

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
THURSDAY, April 18, 1963

PERMANENT ORDER NO. 5

At a meeting of the Police Commission held on Monday, April 15, 1963, the following resolution was adopted:

RESOLUTION NO. 216

RULES AND PROCEDURES AMENDED

RESOLVED, that the Rules and Procedures of the San Francisco Police Department be, and the same are hereby amended as follows:

REGULATIONS STARS

CRIMINOLOGIST

- 7.303 14-k Gold, 7-pointed, two and three-fourths in diameter from point to point with the number in raised figures in center and the word "CRIMINOLOGIST" above the number and "S. F. POLICE" underneath the number in blue enamel. The body of the star shall be neatly engraved.

(NEW RULE ADDED)

7.305 CRIMINALIST

14-k Gold, 7-pointed, two and three-fourths in diameter from point to point with the number in raised figures in center and the word "CRIMINALIST" above the number and "S.F. POLICE" underneath the number in blue enamel. The body of the star shall be neatly engraved.

(NEW RULE ADDED)

AYES: Commissioners Fazackerley, Bissinger,
McKinnon.

THOMAS J. CAHILL
Chief of Police

OFFICE OF THE CHIEF OF POLICE

HALL OF JUSTICE

San Francisco, California
WEDNESDAY, April 10, 1963

PERMANENT ORDER No. 4

At a meeting of the Police Commission held on Monday, April 8, 1963, the following resolution was adopted:

RESOLUTION NO. 208RULES AND PROCEDURES - AMENDED

RESOLVED, that the Rules and Procedures of the San Francisco Police Department be, and the same are hereby amended as follows:

EXTRA DUTY

5.07

Extra duty performed may be cumulative, provided, however, that such accumulated time shall not exceed ((eighty (80))) forty (40) hours.

(()) deleted portion.
Amended portion underlined.

AYES: Commissioners Fazeckerley, Bissinger,
McKinnon.

THOMAS J. CAHILL
Chief of Police

P.O. NO. 4
4-10-63

P.O. NO. 6 - - - - - Page-2, - - - - - June 7, 1963-

SPECIFICATIONS FOR PARKING CONTROLMENS' UNIFORMS - continued.

Inside Breast Pocket - One inside breast pocket on the right side to be horizontal type 1 Grade A.

Sleeves - Two-piece, lined, regular coat sleeve, lining to be hand felled at top and machine at bottom. Plain cuff to have one row of 1/2" Navy Silk braid all around.

Shoulder Pads - Size 9-1/2" x 4-1/4", construction of seven rows of wadding centered with buckram inside of white sheeting.

Sleeve Head - Size thirteen x three inches. White cotton wadding with sheeting backing.

Tape - Woven, unbleached, - fully shrunk, 3/8" front, 5/8" bridle, 1/4" armhole.

Front - To have concealed zipper, Talon type, snapper top, fly front type.

Back - to be By-swing type back, with elastic on side, placed between lining and jacket material elastic to be 1-1/2" wide and securely attached.

Method of Construction - Open coat construction, #4 grade, fell shoulder, fell armholes, felt undercollar to Jacket at Gore. Stitch lining to sleeve, tack front end of jacket pocket starting at front end of pocket open through facing, catching canvas and silesia pockets securely for a distance of 5 inches.

Collar Canvas - Permanent finish 6-oz. per yard.

Under Collar - Two piece, all wool felt, 11-oz. to be padded to collar canvas with 6-rows of blind zigzag stitching. Under collar to be stitched through the canvas 1/2 inch from top and sides.

2 TROUSERS

Material - Metcalf 472x19x320, no substitutes acceptable.

Pockets - Two side pockets, two hip pockets with flap and button both, one watch pocket.

Constructions - Single needle, pressed seams and under-pressing.

Outlets - To have large outlets in waist and seat seams and inseam.

Pocketing - Drill # 250.

Braid - 1/2" Navy silk braid from the bottom of the waistband over the pocket opening to the bottom of trousers, to match exactly the braid on the jackets.

Belt Loops - To have belt loops of approved Tunnel type construction, lined and stitched.

Zipper Fly - Talon.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California

Friday, June 7, 1963

PERMANENT ORDER NO. 6

SPECIFICATIONS FOR PARKING CONTROLMENS' UNIFORMS

At a meeting of the Police Commission held on June 3, 1963, the following resolution was adopted:

Section 7.262, Rules and Procedures Manual Amended to read as follows:

PARKING CONTROLMEN

7.262 Shall, when on duty, be attired as follows:

. 1 JACKET

Cloth - Metcalf Woolen Company # 472x19x320 - no substitutes accepted.

Style - Open coat Grade #4 Eisenhower type jacket, by-swing back, elastique material 2-piece sleeve with plain cuff, semi-peak lapel with button through front, open facing.

Length - The waist line, plus width of belt.

Buttons - Nickel peewee 24 ligne oxidized buttons with toggle.

Button Holes - Should be eyelet and cut first, square bar type, worked over with #8 gimp, with felt twist silk, to fit sizes of buttons, and to be securely bar tacked with separate operation.

Seams - Plain seams. Single stitched 3/16" inches, stayed around armhole with tape front, front to back notch of the sleeve.

Badge Holder - To be metal type badge holder, placed above center of left breast pocket.

Pockets - Two upper pleated patch pockets, 5-1/2 inches x 6-1/2 inches with 1-1/2 inch pointed flaps, buttoned, flap points to measure 2-1/2 inches deep and 5-3/4 inches wide, top of flap to be on line with top button of jacket. Pencil division through top of flap on left pocket. Patch to be box-stitched 1/16" from edge and to extend 1" down from reinforcement.

Waistband - Three piece waistband to be 2-1/4" wide with extension on the side to act as the adjustment, with two bone buttons to match material. To be lined with buckram.

Lining - Jacket full lined, with perspiration proof rayon 140 count lining, sleeve same quality.

Canvas interlining - Front lapel shall be cotton worsted spun hair filling (hymo) with felt flannel-chest padded with twelve rows of zig-zag stitching.

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continued -

contour of the city seal. The outline of the shield and the outline of the city seal to be neatly engraved.

8. EMBLEM - SHOULDERS

Shall be worn on both sleeves of jacket immediately below the shoulder seam and shall be of approved Police Department design and manufacture.

9. SHOES

Shoes shall be center-laced style, smooth finish, solid black in color. They may be either low or high cut. Western style or crepe soled shoes shall not be permitted.

10. SOCKS

Socks shall be solid black or navy blue in color without fancy design.

11. RAINCOAT

To be of good manufacture. Color- high visibility yellow. Garment to be 100% waterproof.

12. UNIFORMS FOR PARKING CONTROLMEN (FEMALE)

Shall, unless specified in above, be the same as Parking Controlman (Male), to be patterned according to accepted standards for womens' uniforms.

AYES: Commissioners Fazackerley, Bissinger.

ABSENT: Commissioner Mc Kinnon.

THOMAS J. CAHILL
Chief of Police

P.O. No. 6
6-7-63

continued -

Waistband - Snugtex, lined with buckram, regular fly, the fly to match the same shade as the Snugtex. Crotch piece of cotton twill. Overstitching of inseam and outside seam in the back of the Trousers, also seat seams. The left fly should be lined with Silesia.

Heel Pieces - Leather heel pieces.

Bar Tacks - to be well set with thread to match material.

Bottoms - Plain.

Buttons - At waistband only.

Special Reinforcement - Special reinforcement of same material on the bottom of the leg at the inside in a semi-circle circular shape. This to match exactly the sample available for inspection.

.3 CAP

A. PARKING CONTROLMAN, MALE

Material to be Metcalf #472 x 19 x 320; One-piece round Air Force style. Rayon lining to be covered with oil skin plastic; black patent leather visor; Rayon Navy Blue color Braid; Eyelet to be placed in front of cap for badge.

B. PARKING CONTROLMAN, FEMALE

Material to be Metcalf # 472 x 19 x 320.

Style - Woman's Army type cap with cloth visor; Navy Blue color rayon cord; eyelet to be placed in front for badge.

.4 SHIRT

To be light blue sanforized 2x1 Reeves Glengarie cotton poplin, or equal; Shoulder straps; Two pockets fully pleated, flaps and pencil slot in left pocket, badge holes and reinforcement; Full sleeves, pleated with forearm buttons; Imitation pearl buttons white in color, full tails.

.5 NECKTIE

Black four in hand.

.6 CAP EMBLEM

Polished Sterling Silver style #707A, 1-7/8 inches long and 2-1/8 inches wide, the letters "S.F." in black enamel to be placed at the top. The number in black enamel to be in the center with the word "PARKING" in black enamel over the top and the word "CONTROL" underneath. The outline and the widest points of the badge to be neatly engraved.

.7 BADGE - BREAST

Polished Sterling Silver shield type, Style # 759A, 2-1/2 inches long by 2-1/4 inches wide. The San Francisco City Seal in gold metal, 7/8 of an inch in diameter to be placed in the center. The number to be of black enamel shall be placed on the bottom, the words "SAN FRANCISCO" in black enamel across the top, and the words "PARKING CONTROL" in black enamel to be placed following the

P.O. No. 7

Pg. 2

September 24, 1963

e) Any person who pays or offers to pay any money or other form of consideration for the services of any police officer as a witness in such civil action or for the taking of a deposition in such civil action, except as provided in this Bill, and any police officer who asks or receives any such payment, except as provided in this Bill, shall be guilty of a misdemeanor.

2. Pursuant to the above, and effective immediately, the following procedure is hereby established in this Department to put into effect the provisions of Senate Bill No. 1257:

- a) Service of a subpoena shall be deemed completed if it is delivered to the officer personally or to his immediate superior. For the purpose of this Bill, immediate superior shall be the Commanding Officer, Officer-in-Charge, Platoon Commander, or Station Keeper of the station or bureau to which the member is assigned.
- b) New subpoena forms are being prepared by the Clerks of the Superior and Municipal Courts. These new forms shall contain space for certification by the Deputy Clerk that the sum of \$ 25.00 has been deposited with the Clerk of the Court prior to the issuance of the subpoena. If this certification is not on the subpoena, the Chief's Office shall be notified, and it shall be the duty of the personnel in that office to contact the Clerk of the Court to ascertain if the \$25.00 has been deposited pursuant to the provisions of Senate Bill 1257. If the \$25.00 has not been deposited, the subpoena shall be invalid and the person serving same shall be so notified so that he may arrange to have the \$25.00 deposited with the Clerk of the Court.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

E-CABLE

San Francisco, California
TUESDAY, September 24, 1963

PERMANENT ORDER NO. 7

SERVICE OF SUBPOENAS ON MEMBERS OF THE POLICE DEPARTMENT FOR
THE PURPOSE OF APPEARING AS WITNESSES IN CIVIL ACTIONS OR FOR
THE TAKING OF DEPOSITIONS IN CIVIL ACTIONS

1. Senate Bill No. 1257, which repeals Sections 2266 and 2267 of the Vehicle Code, amends Section 1987 of the Code of Civil Procedure, and amends Section 68097 of, and adds Sections 68097.1, 68097.2, 68097.3, 68097.4, 68097.5, 68097.6, 68097.7 and 68097.8 to, the Government Code, relating to witnesses to civil actions, became effective at 12:01 A.M., Friday, September 20, 1963. This Bill provides as follows:
 - a) Any party in a civil action requesting the issuance of a subpoena for the appearance of a police officer as a witness in a civil action or for the purpose of taking a deposition in a civil action in connection with a matter regarding an event or transaction which was investigated in the course of his duties shall deposit with the Clerk of the Court the sum of \$25.00 prior to the issuance of the subpoena.
 - b) In the event the police officer is ordered to return by the Court for subsequent proceedings beyond the day stated in the subpoena, the party at whose request the police officer is ordered to return shall deposit with the Clerk of the Court the sum of \$ 25.00 for each additional day the police officer is ordered to return.
 - c) Service of such subpoena may be made by delivering a copy to the police officer personally or to his immediate superior.
 - d) Any police officer obliged to attend as a witness or for the taking of a deposition pursuant to such subpoena shall receive the salary to which he is normally entitled from the city by which he is employed during the time that he travels to and from the place where the court is located or the deposition is to be taken and while he is required to remain pursuant to such subpoena. He shall also receive reasonable and necessary travel expenses incurred by him in complying with such subpoena.

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Such payroll shall show after the name of each member listed, the date of appearance, number of hours involved, number of subpoena and court action number.

- g) Members, whether on or off duty, shall be entitled to reasonable and necessary travel expenses incurred in complying with the directions on subpoenas. Where Department vehicles are used for transportation, no travel expense will have been incurred, and, consequently, none will be allowed. Since members using Municipal Railway vehicles for transportation are permitted to ride without charge on presentation of their stars, no allowance will be granted when this mode of transportation is used. If a private vehicle is used for transportation, the member will be allowed the sum of 15¢ per mile from his place of residence to the place of appearance when appearing during off duty hours, and the sum of 15¢ per mile from his station or bureau to the place of appearance when appearing during his normal tour of duty. No allowance will be made for the return trip whether the member is on or off duty during his appearance. A member will also be compensated for any necessary expense incurred for parking, for which a receipt must be obtained.
- h) Members filing claims for travel expenses incurred in responding to subpoenas shall submit same on City and County of San Francisco Field Expense Report Form (Form F-350) once each month. This form shall be forwarded to the Bureau of Personnel by the 10th day of the month following the month in which the expenses were incurred so it may be submitted to the Controller for payment.
3. This order shall cancel Paragraph 14 of General Order No. 50, issued May 10, 1956.

THOMAS J. CAHILL
CHIEF OF POLICE

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9-24-63

- c) A member for which a subpoena has been served shall submit a written report in duplicate to his Commanding Officer, which report shall contain the following information:

- 1) Date of service
- 2) Whether as witness or for taking of deposition
- 3) Date of appearance
- 4) Place of appearance
- 5) Names of parties in action
- 6) Party requesting subpoena

The original of this report shall be forwarded to the 'Bureau of Personnel for filing in the member's Personal Folder and the duplicate copy shall be retained in the member's station or bureau.

- d) A member appearing in response to a subpoena during ~~his off duty hours shall be compensated at the rate~~

of straight time for the period spent in traveling from his place of residence to the place where the court or place of taking deposition is located, remaining there for the time necessary to testify or give deposition, and returning to his place of residence. Record of Civil Court Appearance Card (PR # 6.1.9) shall be properly filled out by the officer and forwarded to the Bureau of Personnel.

- e) Record of Civil Court Appearance Card (PR # 6.1.9) shall also be filled out and forwarded to the Bureau of Personnel when a member responds to a subpoena during his normal tour of duty. However, in this case, he will not receive extra compensation.

- f) At the end of each month, the Bureau of Personnel shall prepare a special Overtime Payroll for submission to the Controller for the purpose of paying members of the Department who have been subpoenaed and appeared on their off-duty time during the month as witnesses in civil actions or for the purpose of taking depositions in civil actions.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, Calif.
MONDAY, December 16, 1963

PERMANENT ORDER NO. 9

MISSING PERSONS - PROCEDURE

1. Company Commanders, Whenever a person is reported as missing to any member of the San Francisco Police Department, the information shall be forwarded through proper channels to the Bureau of Inspectors in the following manner:
 - a. If between the hours of 8:00 A.M. and 5:00 P.M. the notification shall be made directly to the Missing Persons Bureau (Local 1361).
 - b. If between the hours of 5:00 P.M. and 8:00 A.M. the notification shall be made to the Officer-in-Charge of the Bureau of Inspectors in Room 100. (Local 1506).
2. The Officer-in-Charge of the Bureau of Inspectors shall immediately make inquiry of: the Coroner; all Police Stations; the City Prison; and all Emergency Hospitals for the missing person.
3. If the missing person is a Juvenile, the inquiries shall include the Youth Guidance Center.
4. The report of the missing person, after the above-mentioned inquiries have been made, shall be immediately transmitted to all members of the Department by teletype.
5. The above Permanent Order cancels Permanent Order # 5, dated October 6, 1954.

THOMAS J. CAHILL
CHIEF OF POLICE

F.O. No. 9
12-16-63

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
MONDAY, November 4, 1963

PERMANENT ORDER No. 8

I. At a meeting of the Police Commission held on Monday, October 14, 1963, the following resolution was adopted:

RESOLUTION NO. 317

RULES AND PROCEDURES AMENDED

RESOLVED, that the Rules and Procedures of the San Francisco Police Department are hereby amended to read as follows:

REGULATION STARS

PATROL DRIVER

7.291 Polished coin silver, 7-pointed, three inches from point to point measured by long diameter, numbers to be of black enamel in the center with the words "SAN FRANCISCO" to be placed above the number and the word "POLICE" below. The words "PATROL DRIVER" in smaller letters to be above the words "SAN FRANCISCO".

AYES: Commissioners Fazackerley, Bissinger, Mc Kinnon.

* * *

II. At a meeting of the Police Commission held on Monday, October 28, 1963, the following resolution was adopted:

RESOLUTION NO. 323

RULES AND PROCEDURES AMENDED - RE WITNESS FEES

RESOLVED, that the Rules and Procedures of the San Francisco Police Department are hereby amended to read as follows:

2.157 Shall, within twenty-four (24) hours after tender or receipt of a fee for testifying in a criminal proceeding which fee is in excess of the legal fee set by law, or for being interviewed in connection with the taking of a deposition in a criminal proceeding, make written application to the Board to receive said fee. Such fee shall only be acceptable when the following conditions have been met:

- .1 Member has been legally subpoenaed.
- .2 Member testified during off-duty hours.
- .3. Fee is in form of check made payable to member.
- .4 Fee does not exceed one day's pay.

AYES: Commissioners Fazackerley, Bissinger, Mc Kinnon.

G.O. No. 105 _____ Page 2. _____ December 17, 1963
TRANSFERS - continued

SERGEANTS	STAR NO.	FROM	TO
Howard T. Arata	1469	Taraval Sta. (Co. I)	Hdqtr's. Co. (City Prison)

* * * * *

III. REPEATING TELETYPE MESSAGE 11407 DATED 12-6-63 (FRIDAY)
ISSUED AT 7:13 P.M.

"COMPANY COMMANDERS AND HEADS OF DETAILS:

THE FOLLOWING CHANGES HAVE BEEN MADE IN TELEPHONE
 LOCALS

BUREAU OF PERSONNEL

DIRECTOR OF PERSONNEL, TRAINING DIVISION, ACADEMY,
 AUXILIARY POLICE

KL. 3-1451- 1452- 1453-1454.

PAYROLL ACCOUNTING, MEDICAL RECORDS, PERSONNEL
 SERGEANT

KL. 3-1341-1342-1343-1344.

OVERTIME RECORDS

KL. 3-1731. "

THOMAS J. CAHILL
 Chief of Police

G.O. No. 105
 12-17-63

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
TUESDAY, December 17, 1963

GENERAL ORDER NO. 105

FALSE FIRE ALARMS

1. This Department has worked out a plan of mutual cooperation with the School Department and with the San Francisco Fire Department in the matter of juveniles turning in false fire alarms particularly in the vicinity of schools wherein it is noted that ten percent of the false alarms are from alarm boxes located in front of schools and that most of the false alarms are turned in during the period from 2:30 p.m. to 4:30 p.m.
 - a. School principals have received instructions to immediately notify the district Police Station if a juvenile is apprehended by a teacher or member of the School Department for the act of turning in a false fire alarm.
 - b. The member (s) responding to this case shall take the necessary action either booking the juvenile at the Youth Guidance Center or issuing a Juvenile Citation and submit the proper report with a copy for the Arson Squad of the Fire Department.
 - c. If School principals receive a rumor that a student has turned in a false fire alarm, they will notify the Juvenile Bureau of this Department and the Arson Squad of the Fire Department. The Juvenile Bureau will be responsible for the follow up.
2. Members on patrol observing the glass missing from a fire alarm box shall immediately notify the Fire Department so that they may replace same.
 - a. Members of the School Safety Patrol Detail of this Department have been supplied with fire box keys so that in their visits to the schools they can replace the glass.
 - b. Members of this Department receiving rumors that a juvenile has turned in a false alarm and there is insufficient evidence to take police action shall make the proper report on the matter and shall notify the Arson Squad of the Fire Department.
3. Company Commanders shall have re-read to the members of their respective Commands the provisions of General Order No. 96 issued on Friday, November 22, 1963, and shall issue specific instructions that the provisions of same be strictly adhered to.

* * *

- II- TRANSFERS. The following transfers are hereby made in this Department effective at 8:00 A.M., Wednesday, December 18, 1963:-

<u>SERGEANTS</u>	<u>STAR NO.</u>	<u>FROM</u>	<u>TO</u>
John C. Fox	1176	Hdqtrs. Co. (City Prison)	Ingleside Sta. (Co. H)
Mortimer J. Considine	69	Hdqtrs. Co. (City Prison)	Southern Sta. (Company B)
Robert H. Wood	143	Ingleside Sta. (Co. H)	Hdqtrs. Co. (City Prison)

G.O. No. 105
12-17-63

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
FRIDAY, January 3, 1964

PERMANENT ORDER NO. 1

CHANGE IN REPORTING PROCEDURE

1. Race of subject to conform to the Uniform Crime Reporting Standards of the Federal Bureau of Investigation. The following classifications shall be used when reporting the race of a person subject to a police report. This designation of race shall apply to the complainant, the victim and the suspect to the extent that the information is known to the investigating officer. The racial classifications shall be as follows:

White -	All persons of Caucasian stock.
Negro -	All persons of Negro stock or ancestry.
Indian -	American Indian (East Indian, i.e. persons from the Asian continent shall be included under "Other".)
Chinese -	Members of the yellow race having Chinese ancestry.
Japanese-	Members of yellow race having Japanese ancestry.
Other -	All persons not included in any of the five preceding groups.

Note:

The term Mexican shall not be used to describe race, rather the classification White or Indian should be used, whichever is applicable.

2. The attention of members of the Department is called to the requirement to record the race, sex and age of each person subject to police investigation as required by various police report forms. This requirement relates to all persons whether they be the complainant, victim, or suspect in the incident.
3. Item 1 rescinds those provisions of General Order # 115 of December 24, 1956 regarding the designation of race.

THOMAS J. CAHILL
Chief of Police

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
THURSDAY, December 19, 1963

PERMANENT ORDER NO. 10

I. At a meeting of the Police Commission held on Monday, December 16, 1963, the following resolution was adopted:

RESOLUTION NO. 349

RULES AND PROCEDURES AMENDED - RE APPEARING AS A WITNESS

RESOLVED, that the Rules and Procedures of the San Francisco Police Department are hereby amended to read as follows:

A Member:

- 2.139 Shall, before appearing as a witness on behalf of the defense in any criminal proceeding or in any proceeding before the Board, submit a written report to his commanding officer notifying him that he has been subpoenaed, or instructed or requested to so appear to testify and by whom. He shall include in said report a statement of the testimony expected of him.

AYES: Commissioners Fazackerley, Bissinger, McKinnon.

THOMAS J. CAHILL
CHIEF OF POLICE

P.O. No. 10
12-19-63

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P.O. No. 2 _____ Page 2. _____ January 14, 1964 _____

7. The officer-in-charge shall keep an appropriate record of all court appearance notifications received by his unit, which records shall be subject to review for verification.
8. The intent of this order is to facilitate the proper notification of officers when their appearance in court is deemed essential to assist in the prosecution of criminal cases. This order shall be considered a supplement to Permanent Order No. 1 of January 2, 1963.

THOMAS J. CAHILL
CHIEF OF POLICE

P.O. No. 2
1-14-64

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
TUESDAY, January 14, 1964

PERMANENT ORDER NO. 2

ACTIVATION OF OFFICER COURT APPEARANCE NOTIFICATION SYSTEM

In order to facilitate the orderly appearance of officers testifying for the prosecution in cases coming before the Criminal Division of the San Francisco Municipal Court, the following procedure shall be established as of 8:00 A.M. JANUARY 20, 1964.

1. The Deputy District Attorney assigned to each Municipal Court, Criminal Division, will prepare a court notification list at least 5 days in advance wherever possible, of the scheduled court date identifying the department member whose testimony is required, the defendant, the court of hearing, and the date and time of required appearance. These lists will be delivered daily to the counter of the Record Room (475) Bureau of Criminal Information by each Deputy District Attorney.
2. The Record Room personnel shall process these lists daily as received. An individual "notice of court appearance" form shall be prepared identifying the department member, the defendant, and the time and place of court appearance. These notice forms shall be prepared in triplicate. The original and one copy shall be directed to the attention of the "officer-in-charge" of the department unit to which the testifying member is assigned. The third copy will be attached to the court notification list furnished by the deputy district attorneys and will be delivered to the court liaison officer.
3. It shall be the responsibility of the "officer-in-charge" of the unit to which the testifying member is assigned to:
 - (a) contact without delay the member whose testimony is requested,
 - (b) advise him of his required court appearance,
 - (c) secure the member's signature on the original copy of the "notice of court appearance" form,
 - (d) furnish the member the copy of the "notice of court appearance".
4. If the "officer-in-charge" is unable to contact the member whose testimony is required, said "officer-in-charge" shall endorse the original copy of the "notice of court appearance" indicating the reason for non-notification.
5. The "officer-in-charge" shall return the original copy of the "notice of court appearance" bearing the member's signature or his own endorsement to the Bureau of Criminal Information marked: ATTENTION COURT LIAISON OFFICER. The return of said notice shall be made to the Bureau of Criminal Information so as to be received in Room 475, Hall of Justice, at least 24 hours prior to scheduled court appearance.
6. The court liaison officer(s), Bureau of Criminal Information, will be responsible for the prompt notification of the District Attorney in each case wherein notification of the member has not been accomplished pursuant to this program at least 24 hours prior to scheduled court appearance. The court liaison officer shall initiate such additional notification as may be necessary to assist the court and the District Attorney in the proper and orderly conduct of criminal cases. The court liaison officer shall maintain such records and files as are necessary to accomplish this responsibility.

P.O. No. 3 - - - - - Page 2 - - - - - April 2, 1964

- 2.80.1 Shall, if involved in a motor vehicle accident while off duty, notify or cause to be notified, the Office of the Enforcement and Investigation Detail of the Traffic Bureau without unnecessary delay and cause the appropriate reports to be made, under the following conditions:
- a. The member is operating a motor vehicle wherein such vehicle is other than legally and correctly parked, and,
 - b. If injury or death occurs, or,
 - c. If property damage occurs in an amount requiring a report to be made to the Department of Motor Vehicles, under the California Vehicle Code (Sec. 16000).

AVES: Commissioners Ladar, Mailliard, Clecak.

- III. Rule 3.367 as stated above rescinds Permanent Order No. 3 issued June 25, 1959.
- IV. Rule 2.80 and 2.80.1 as stated above rescinds Paragraph No. 1 of General Order No. 46 dated Wednesday, April 18, 1956.

THOMAS J. CAHILL
Chief of Police

P.O. No. 3
4/2/64

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
THURSDAY April 2, 1964

PERMANENT ORDER NO. 3

- I. At a meeting of the Police Commission held on Monday, March 23, 1964, the following resolution was adopted:

RESOLUTION NO. 391

RULES AND PROCEDURES AMENDED

RESOLVED, that the Rules and Procedures of the San Francisco Police Department are hereby amended by adding the following sections:

DEPARTMENT ACCIDENT BOARD OF REVIEW

3.367 There is established in this Department a Review Board whose duty it shall be to study all causal factors in traffic accidents involving departmental vehicles, and to make recommendations pertaining thereto. This Board shall be known as the Department Accident Board of Review.

- .1 The Department Accident Board of Review shall consist of the following members:
 - a. Director of Traffic, Chairman
 - b. Supervising Captain
 - c. Director of Personnel
 - d. Assistant Deputy Chief. (Advisory Capacity)
 - e. Inspector of Automotive Equipment (Advisory Capacity)
- .2 Meetings of the Department Accident Board of Review shall be held at the call of the Chairman, who shall preside at all meetings.
- .3 In the event of a proposed absence of a member of the Department Accident Board of Review, a substitute member shall be provided by such absentee. In case of the absence of the Chairman, the Department Accident Board of Review shall select a chairman from among the members present.
- .4 Commanding Officers of members summoned before the Department Accident Board of Review shall also appear, providing data relevant to the accident under investigation.

* * * * *

- II, 2.80 Shall, if involved in a motor vehicle accident while on duty, notify or cause to be notified, the Office of the Enforcement and Investigation Detail of the Traffic Bureau without unnecessary delay and cause the appropriate reports to be made.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
MONDAY, April 13, 1964

PERMANENT ORDER NO. 4

CIVIL DEFENSE

1. With reference to Permanent Order No. 6, 1962, in order to determine that all mobilization center assignments of personnel are currently valid; the action of stations and bureaus prescribed under the provisions of its Paragraph #3 shall be undertaken again. The personnel lists shall be forwarded to the district stations prior to April 27.
2. Where it is found necessary to make a new assignment for a member, the "Mobilization Assignment Special Order" shall be issued by the district station of residence, according to the provisions of Paragraph #4, Permanent Order No. 6, 1962. This shall be accomplished prior to May 11.
3. Prior to May 25, each station and bureau shall submit a watch report to this office indicating the mobilization assignments of its personnel.
4. With reference to Paragraph #5, Permanent Order No. 6, 1962, Company Commanders shall determine that all arrangements for the use of school buildings are currently valid, and that orders to supplement II - F - 2, Page 6, Police Annex, San Francisco Disaster Operations Plan, are known to personnel attached to the unit.
5. There shall be continued compliance with the provisions of II - C - 3 - a, Page 2, Police Annex, San Francisco Disaster Operations Plan, concerning the maintenance of a "Personnel District Residence File" by each district station notification of districts of residence upon a member's transfer, and the responsibility of a Commanding Officer to determine that every member of his unit always is in possession of a currently valid mobilization assignment.

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

SAN FRANCISCO, CALIFORNIA
TUESDAY, JUNE 30, 1964

PERMANENT ORDER NO. 6

1. AT A MEETING OF THE POLICE COMMISSION HELD ON MONDAY, JUNE 29, 1964, THE FOLLOWING RESOLUTION WAS ADOPTED:

RESOLUTION NO. 457

RULES AND PROCEDURES - AMENDED

DELETIONS: ALL DELETIONS ARE SHOWN WITH DOUBLE PARENTHESIS AROUND THAT PORTION TO BE DELETED.

AMENDMENTS: ALL AMENDMENTS ARE SHOWN IN CAPITAL LETTERS, AND UNDERSCORED.

NEW RULES: ALL NEW RULES ARE SHOWN IN CAPITAL LETTERS.

RESOLVED, THAT THE RULES AND PROCEDURES OF THE SAN FRANCISCO POLICE DEPARTMENT BE, AND THE SAME ARE HEREBY AMENDED TO READ AS FOLLOWS:

CHAPTER V - SIGNIFICATION OF WORDS

17. COMMANDING OFFICER

- A. A MEMBER ASSIGNED IN CHARGE OF A MAJOR FUNCTIONAL UNIT ANSWERING DIRECT TO THE CHIEF.
- B. THE OFFICER-IN-CHARGE OF THE CITY PRISON.
- C. CAPTAINS IN COMMAND OF POLICE DISTRICTS.
- D. THE OFFICER-IN-CHARGE OF THE BUREAU OF COMMUNICATIONS.

1.05

.2 FROM AMONG LIEUTENANTS OR HIGHER:

- A. DIRECTOR OF TRAFFIC (SUBJECT TO APPROVAL OF THE BOARD).
- B. DIRECTOR OF PERSONNEL.
- C. CAPTAIN OF INSPECTORS.
- D. CAPTAIN OF TRAFFIC.
- E. COMMANDING OFFICER, JUVENILE BUREAU.
- F. COMMANDING OFFICER, CITY PRISON.
- G. COMMANDING OFFICER, BUREAU OF COMMUNICATIONS.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

SAN FRANCISCO, CALIFORNIA
THURSDAY, JUNE 25, 1964

PERMANENT ORDER NO. 5.

- I. AT A MEETING OF THE POLICE COMMISSION HELD ON MONDAY, JUNE 22, 1964, THE FOLLOWING RESOLUTION WAS ADOPTED:

RESOLUTION NO. 451

RULES AND PROCEDURES - AMENDED

RESOLVED, THAT THE RULES AND PROCEDURES OF THE SAN FRANCISCO POLICE DEPARTMENT BE, AND THE SAME ARE HEREBY AMENDED TO ADD THE FOLLOWING SECTION:

PARKING CONTROLMEN

7.262.13 OPTIONAL JACKET FOR USE DURING COLD OR INCLEMENT WEATHER

- CLOTH - SKINNER, 100% NYLON, SUPER "8612" TWILL, WATER REPELLENT.
- COLOR - NAVY BLUE.
- STYLE - OPEN COAT, BUTTON THROUGH FRONT, CONCEALED ZIPPER, TALON TYPE.
- LENGTH - THE WAIST LINE, PLUS WIDTH OF BELT.
- LINING - FULLY LINED WITH QUILTED LINING.
- COLLAR - FUR COLLAR, NAVY BLUE.
- POCKETS - TWO UPPER PLEATED PATCH POCKETS, POINTED FLAPS, BUTTONED.
- BUTTONS - NICKEL PEEWEE 24 LIGNE OXIDIZED BUTTONS WITH TOGGLE.
- BADGE
HOLDER - TO BE METAL TYPE BADGE HOLDER, PLACED ABOVE CENTER OF LEFT BREAST POCKET.

AYES: COMMISSIONERS LADAR, MAILLIARD, CLEGG,

THOMAS J. CAHILL
CHIEF OF POLICE

P.O. No. 6 - - - - - Page 3. - - - - - JUNE 30, 1964

3.187
4 BUREAU OF COMMUNICATIONS

- A. TELEPHONE SECTION
- B. RING-IN SECTION
- C. TELETYPE SECTION
- D. SERVICE-COMPLAINT SECTION
- E. RADIO SECTION.

COMMANDING OFFICER, BUREAU OF COMMUNICATIONS

3.188 SHALL REPORT TO THE DEPARTMENT SECRETARY AND BE RESPONSIBLE FOR THE PROPER USE OF COMMUNICATION FACILITIES OF THIS DEPARTMENT.

- .1 SHALL KEEP PROPER AND CORRECT RECORDS OF TELEPHONE, TELEGRAPH, TELETYPE AND RADIO MESSAGES SENT AND RECEIVED BY THIS DEPARTMENT AND BE RESPONSIBLE FOR THE SAFEKEEPING AND PROPER INDEXING OF SUCH RECORDS.
- .2 SHALL MAINTAIN AS CONFIDENTIAL ALL MESSAGES RECEIVED OR TRANSMITTED, REPORTS OF SERVICES AND OTHER COMMUNICATIONS COMING INTO HIS BUREAU. SHALL NOT DIVULGE THEIR CONTENTS OR ALLOW THEM TO BE INSPECTED BY UNAUTHORIZED PERSONS.
- .3 SHALL MAINTAIN LIAISON WITH OTHER RELATED AGENCIES OR DEPARTMENTS THAT WOULD TEND TO FACILITATE THE DEPARTMENT'S OBJECTIVES.

3.279 THE BUREAU OF CRIMINAL INFORMATION SHALL CONSIST OF THE FOLLOWING UNITS:

- .1 ((COMMUNICATIONS SECTION)) IDENTIFICATION BUREAU
- .2 RECORDS AND COMPLAINT SECTION
- .3 STATISTICAL SECTION
- .4 CENTRAL WARRANT BUREAU

3.281 ((SHALL KEEP CORRECT RECORDS OF TELEPHONE, TELEGRAPH AND TELETYPE MESSAGES SENT AND RECEIVED BY THIS DEPARTMENT AND BE RESPONSIBLE FOR THE SAFEKEEPING AND PROPER INDEXING OF SUCH RECORDS.))

3.281 SHALL NOT PERMIT ANY PERSON, OTHER THAN MEMBERS OF THE DEPARTMENT IN THE DISCHARGE OF THEIR DUTIES, TO VISIT THE BUREAU OF IDENTIFICATION EXCEPT BY HIS PERMISSION OR BY PERMISSION OF THE CHIEF.

- .1 SHALL SEE THAT RECORDS AND PHOTOGRAPHS OF THE BUREAU OF IDENTIFICATION ARE USED FOR POLICE PURPOSES ONLY, AND THAT NO PHOTOGRAPH OR OTHER RECORD IS PERMANENTLY REMOVED THEREFROM OR EXPUNGED WITHOUT ORDER OF THE CHIEF.

P.O. No. 6 _ _ _ _ _ PAGE 2. _ _ _ _ _ JUNE 30, 1964

3.57 THE BUREAU OF INSPECTORS SHALL CONSIST OF THE FOLLOWING DETAILS:

- .1 AUTO
- .2 BURGLARY
- .3 FRAUD
- .4 GENERAL WORKS
- .5 HOMICIDE
- .6 MISSING PERSONS
- .7 PAWN SHOP
- .8 ROBBERY
- .9 CRIME PREVENTION
- .10 CRIME LABORATORY
- .11 MOBILE CRIME LABORATORY
- .12 BUREAU OF PHOTOGRAPHY
- ((.13 BUREAU OF IDENTIFICATION))

3.77 SHALL NOT PERMIT ANY PERSON, OTHER THAN MEMBERS OF THE DEPARTMENT IN THE DISCHARGE OF THEIR DUTIES, TO VISIT THE BUREAU OF ((IDENTIFICATION OR PHOTOGRAPHIC SECTION)) PHOTOGRAPHY, EXCEPT BY HIS PERMISSION, OR BY PERMISSION OF THE CHIEF.

3.79 SHALL SEE THAT RECORDS AND PHOTOGRAPHS OF THE ((IDENTIFICATION)) BUREAU OF PHOTOGRAPHY ARE USED FOR POLICE PURPOSES ONLY, AND THAT NO PHOTOGRAPH OR OTHER RECORD IS PERMANENTLY REMOVED THEREFROM OR EXPUNGED WITHOUT ORDER OF THE CHIEF.

3.187 SHALL HAVE IMMEDIATE SUPERVISION OVER THE BUREAU OF ADMINISTRATION CONSISTING OF THE FOLLOWING UNITS:

- .1 GENERAL OFFICE
- .2 PERMITS AND REGISTRATION
- .3 PROPERTY
 - A. GARAGE SECTION
 - B. SUPPLY SECTION
 - G. PRISONERS' PROPERTY
 - D. POLICE ARSENAL (HALL OF JUSTICE)

P.O. No. 6 - - - - - PAGE 4 - - - - - JUNE 30, 1964

((3.285)) ((SHALL MAINTAIN AS CONFIDENTIAL ALL MESSAGES RECEIVED OR TRANSMITTED, REPORTS OF SERVICES AND OTHER COMMUNICATIONS COMING INTO HIS BUREAU. SHALL NOT DIVULGE THEIR CONTENTS OR ALLOW THEM TO BE INSPECTED BY UNAUTHORIZED PERSONS.))

3.289 SHALL REPORT TO THE ((DIRECTOR OF CRIMINAL INFORMATION)) COMMANDING OFFICER, BUREAU OF COMMUNICATIONS.

5.83 HEADQUARTERS COMPANY

ALL MEMBERS PERSONNEL DIV. 1. DIRECTOR OF PERSONNEL
ALL MEMBERS PROPERTY

CLERK'S OFFICE 1. DEPARTMENT SECRETARY
ALL MEMBERS CHIEF'S OFFICE 1. DEPARTMENT SECRETARY
ALL MEMBERS BUREAU OF

CRIMINAL INFO. 1. DIR. CRIMINAL INFO.

ALL MEMBERS GENERAL OFFICE 1. LIEUTENANT
2. DEPARTMENT SECRETARY

ALL MEMBERS ACADEMY 1. DIRECTOR OF PERSONNEL

ALL MEMBERS BUREAU SPECIAL SERVICES 1. CAPTAIN OR DIRECTOR

ALL MEMBERS INTELLIGENCE UNIT 1. COMMANDING OFFICER

ALL MEMBERS PLANNING AND RESEARCH BUREAU 1. COMMANDING OFFICER

ALL MEMBERS CITY PRISON 1. CAPTAIN OR
COMMANDING OFFICER

W.P.O's, PTLM., INSP. 1. LIEUTENANT
JUVENILE BUREAU 2. CAPTAIN

LIEUTENANTS, JUVENILE BUR. 1. CAPTAIN

ALL MEMBERS BUREAU OF COMMUNICATIONS 1. COMMANDING OFFICER
2. DEPARTMENT SECRETARY

5.87 ALL MEMBERS BUSINESS OFF. 1. LIEUTENANT
2. CAPTAIN
3. CHIEF OF INSPECTORS

ALL MEMBERS DETAILS 1. OFFICER-IN-CHARGE
2. CAPTAIN
3. CHIEF OF INSPECTORS

LIEUTENANTS, DETAIL HEADS 1. CAPTAIN
2. CHIEF OF INSPECTORS

INSPECTORS, DETAIL HEADS 1. CAPTAIN
2. CHIEF OF INSPECTORS

((PATROLMAN FINGERPRINT DIVISION)) ((1. OFFICER-IN-CHARGE))
((2. CAPTAIN))

((SERCEANTS FINGERPRINT DIVISION)) ((1. OFFICER-IN-CHARGE))
((2. CAPTAIN))

ALL MEMBERS ((PHOTOGRAPH DIVISION)) BUREAU OF PHOTOGRAPHY 1. OFFICER-IN-CHARGE
2. CAPTAIN

AYES: COMMISSIONERS LADAR, MAILLIARD, CLECAK.

THOMAS J. CAHILL
CHIEF OF POLICE

3.285

((SHALL MAINTAIN AS CONFIDENTIAL ALL MESSAGES RECEIVED OR TRANSMITTED, REPORTS OF SERVICES AND OTHER COMMUNICATIONS COMING INTO HIS BUREAU. SHALL NOT DIVULGE THEIR CONTENTS OR ALLOW THEM TO BE INSPECTED BY UNAUTHORIZED PERSONS.))

3.289

SHALL REPORT TO THE ((DIRECTOR OF CRIMINAL INFORMATION)) COMMANDING OFFICER, BUREAU OF COMMUNICATIONS.

5.85

HEADQUARTERS COMPANY

ALL MEMBERS PERSONNEL DIV.	1. DIRECTOR OF PERSONNEL
ALL MEMBERS PROPERTY	
CLERK'S OFFICE	1. DEPARTMENT SECRETARY
ALL MEMBERS CHIEF'S OFFICE	1. DEPARTMENT SECRETARY
ALL MEMBERS BUREAU OF CRIM. INFO.	1. DIR. CRIMINAL INFO.
ALL MEMBERS GENERAL OFFICE	1. LIEUTENANT
	2. DEPARTMENT SECRETARY
ALL MEMBERS ACADEMY	1. DIRECTOR OF PERSONNEL
ALL MEMBERS BUREAU SPECIAL SERVICES	
ALL MEMBERS INTELLIGENCE UNIT	1. CAPTAIN OR DIRECTOR
ALL MEMBERS PLANNING AND RESEARCH BUREAU	1. COMMANDING OFFICER
ALL MEMBERS CITY PRISON	1. COMMANDING OFFICER
	1. CAPTAIN OR COMMANDING OFFICER
W.P.O's, PTLM., INSP.	
JUVENILE BUREAU	1. LIEUTENANT
	2. CAPTAIN
LIEUTENANTS, JUVENILE BUR.	1. CAPTAIN
<u>ALL MEMBERS BUREAU OF COMMUNICATIONS</u>	1. <u>COMMANDING OFFICER</u>
	2. <u>DEPARTMENT SECRETARY</u>
5.87 ALL MEMBERS BUSINESS OFF.	1. LIEUTENANT
	2. CAPTAIN
	3. CHIEF OF INSPECTORS
ALL MEMBERS DETAILS	1. OFFICER-IN-CHARGE
	2. CAPTAIN
	3. CHIEF OF INSPECTORS
LIEUTENANTS, DETAIL HEADS	1. CAPTAIN
	2. CHIEF OF INSPECTORS
INSPECTORS, DETAIL HEADS	1. CAPTAIN
	2. CHIEF OF INSPECTORS
((PATROLMAN FINGERPRINT DIVISION))	((1. OFFICER-IN-CHARGE))
	((2. CAPTAIN))
((SERGEANTS FINGERPRINT DIVISION))	((1. OFFICER-IN-CHARGE))
	((2. CAPTAIN))
ALL MEMBERS ((PHOTOGRAPH DIVISION)) <u>BUREAU OF PHOTOGRAPHY</u>	1. OFFICER-IN-CHARGE
	2. CAPTAIN

AYES: COMMISSIONERS LADAR, MAILLIARD, CLECAK.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
THURSDAY, October 22, 1964

PERMANENT ORDER NO. 8:

CIVIL DEFENSE DUTIES OF POLICE RESERVE LIAISON OFFICERS

1. The attention of Company Commanders is directed to their responsibilities in the continued implementation of civil defense plans, pursuant to the provisions of Permanent Order No. 6, 1962; Permanent Order No. 4, 1964; and the Police Annex, San Francisco Disaster Operations Plan.
2. Effective immediately, patrolmen assigned to the duties of Police Reserve Liaison Officer will serve in the capacity of technical advisers to Commanding Officers in civil defense matters, particularly in the maintenance of radiation detection instruments and in the instruction of personnel in their use.
3. Assignments to these duties are made as follows:
 Co. C liaison officer: To Cos. B, C, K, Hall of Justice;
 Co. G liaison officer: To Cos. A, E, F, G;
 Co. I liaison officer: To Cos. D, H, I;
 Co. F liaison officer: As directed by the Chief of Police.
4. Police Reserve Liaison Officers shall perform equipment maintenance and instructional, inspectional, and advisory tasks in the various units as need dictates, supplementary to their regular Police Reserve obligations.
5. In addition to the outlined duties, the Police Reserve Liaison officers shall assist in Division of Training civil defense instruction, radiation monitoring and departmental disaster preparedness planning and administration as they are ordered.
6. The provisions of this order shall not be construed to relieve Company Commanders and heads of details of their responsibility in the implementation of civil defense orders.

THOMAS J. CAHILL
Chief of Police

P. O. No. 8
10/22/64

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

SAN FRANCISCO, CALIFORNIA
MONDAY, JULY 13, 1964

PERMANENT ORDER NO. 7.

1. POLICE JURISDICTION IN STATE HARBOR PROPERTIES.

A RECENT OPINION BY ATTORNEY GENERAL STANLEY MOSK, No. 62/262, DATED MAY 29, 1964, LIMITS THE DUTIES OF THE STATE HARBOR POLICE TO REGULATING TRAFFIC AND GUARDING STATE HARBOR PROPERTY.

THE OPINION PLACES ON THE SAN FRANCISCO POLICE DEPARTMENT THE DUTY OF INVESTIGATING AND PREVENTING CRIMES.

COMMANDING OFFICERS HAVING JURISDICTION IN THE STATE HARBOR PROPERTY WITHIN THE CONFINES OF THEIR RESPECTIVE POLICE DISTRICTS SHALL, EFFECTIVE IMMEDIATELY, BE CHARGED WITH THE RESPONSIBILITY OF POLICING AND INVESTIGATING CRIMES AND ACCIDENTS IN THIS AREA.

COMMANDING OFFICERS SHALL RE-ALIGN POLICE SECTIONS AND SECTORS IN THEIR RESPECTIVE DISTRICTS AS MAY BE NECESSARY TO COMPLY WITH THIS ORDER. FOR STATISTICAL PURPOSES, EXISTING PLOT AREAS OF THE CENTRAL, SOUTHERN AND POTRERO POLICE DISTRICTS BORDERING ON STATE HARBOR PROPERTY, SHALL BE EXTENDED TO THE WATERS OF THE SAN FRANCISCO BAY.

A COPY OF THE ATTORNEY GENERAL'S OPINION IS ATTACHED TO THIS ORDER.

THOMAS J. CAHILL
CHIEF OF POLICE

P.O. No. 7
7/13/64

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
WEDNESDAY, March 31, 1965

PERMANENT ORDER NO. 1

I. At a meeting of the Police Commission held on Monday,
March 29, 1965, the following resolution was adopted:
RESOLUTION NO. 581

RULES AND PROCEDURES AMENDED - RE LEATHER JACKETS

RESOLVED, that the Rules and Procedures of the
San Francisco Police Department be, and the same are
hereby amended as follows:

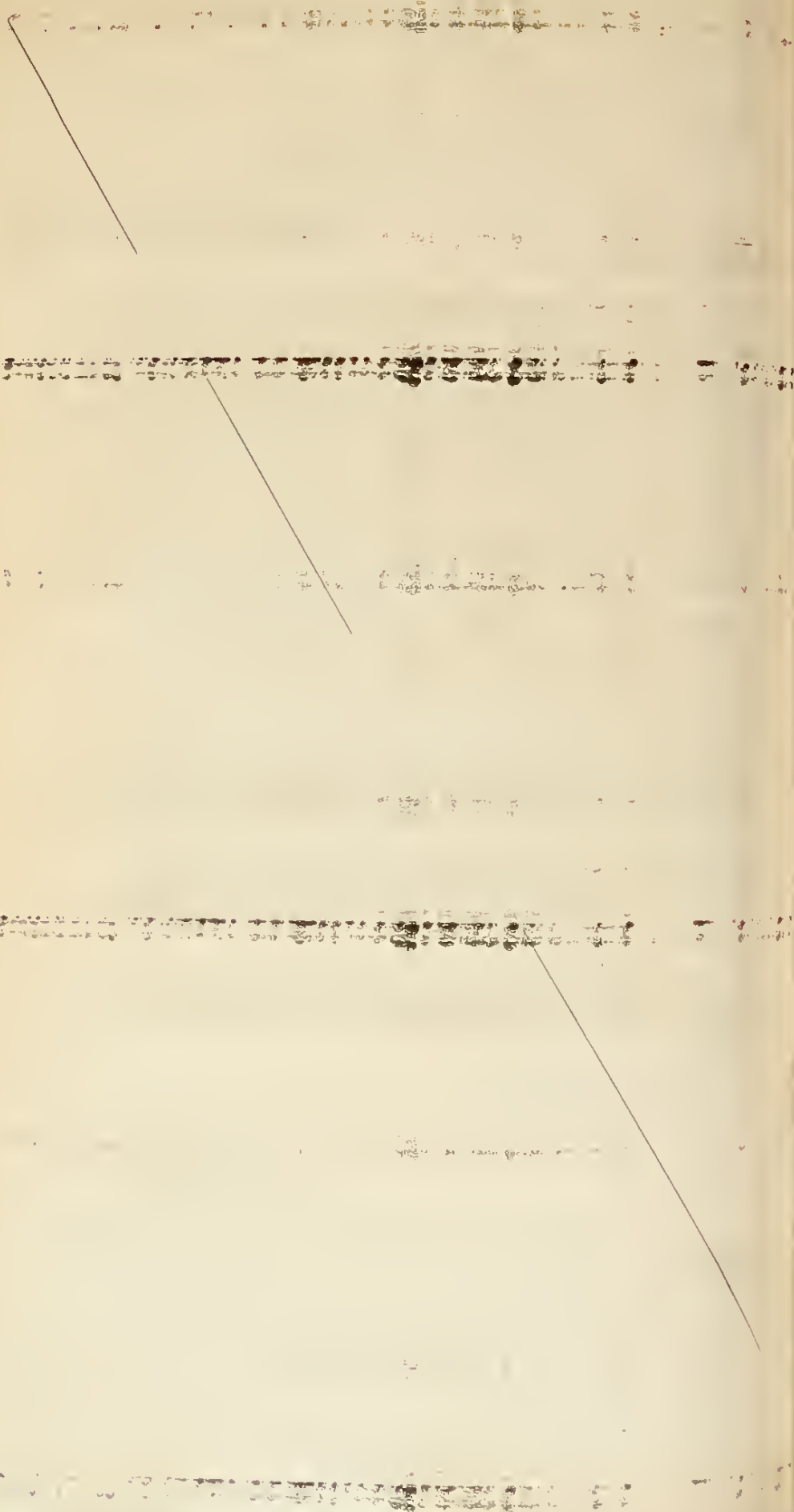
LEATHER JACKETS FOR MEMBERS ASSIGNED TO THE
MOUNTED UNIT, DOG PATROL UNIT, MOTORCYCLE DETAIL,
ACCIDENT INVESTIGATION DETAIL, OR RADIO CAR PATROL
DETAIL IN DISTRICT STATIONS

7.185 Members assigned to duty with the Mounted Unit,
~~Dog Patrol Unit, Motorcycle Detail, Accident~~
Investigation Detail, or Radio Car Patrol Detail
in District Stations shall be permitted to wear
a leather jacket of the type approved by the
Chief of Police. This leather jacket SHALL NOT
be worn while in attendance at public functions,
but at such functions the official uniform coat
shall be worn.

(Amended portion double underlined.)

AYES: Commissioners Mailliard, Clecak, Ladar.

Thomas J. Cahill
THOMAS J. CAHILL
CHIEF OF POLICE



No. 2 Page 2 June 29, 1965
 SUBJECT: SECONDARY EMPLOYMENT

Rule 2.29.1 of the Rules and Procedures, as adopted by the Police Commission at its meeting on June 28, 1965, provides that members of the Police Department shall not engage in any other business or calling without prior written permission from the Chief of Police, except while suspended or on leave of absence without pay.

- a) It is the purpose of this order to establish Departmental policy with regard to members engaging in secondary employment while not on watch or tour of duty, and to outline the procedure to be followed in obtaining permission to engage in such employment.

Effective at 8:00 A.M., July 1, 1965, any member who has completed his entrance probationary period and who wishes to engage in secondary employment pursuant to Rule 2.29.1 shall submit a Request for Secondary Employment to his Commanding Officer at least ten (10) days prior to the date the member wishes secondary employment to commence. The request will be submitted in triplicate on a departmental form to be provided.

- a) The Commanding Officer shall recommend his approval or disapproval on the forms and forward all copies to the Director of Personnel, who is hereby designated as Officer-in-Charge, Bureau of Inspection and Welfare. If the Commanding Officer recommends disapproval, he shall indicate his reason on the back of the forms before forwarding.
- b) The Officer-in-Charge, Bureau of Inspection and Welfare, shall process all requests to engage in secondary employment and recommend approval or disapproval to the Deputy Chief of Police. If disapproval is recommended, the reason for such disapproval shall be indicated on the reverse of the forms.
- c) The Deputy Chief of Police shall review all Requests for Secondary Employment and shall have final authority, in the name of the Chief of Police, to grant or deny a request and to revoke an approved request.
- d) Whether the request is approved or disapproved, the original copy of the application shall be filed in the member's personnel file in the Bureau of Personnel, the duplicate in the Bureau of Inspection and Welfare, and the triplicate copy returned to the member's Commanding Officer.
- e) Permission to engage in secondary employment shall be for employment within the City and County of San Francisco, solely for the specific employment for which application was submitted, and shall be valid for one year from the date of approval or until completion of the employment for which it was issued if less than one year. Permission may be renewed upon application by the member in the same manner and under the same conditions in which the original permission was obtained and shall be made not less than ten (10) days prior to the termination date. Permission may be revoked at any time by the Chief of Police. If there is a change in employer or the duties of the employment, the member shall immediately submit a new request.
- f) The termination of secondary employment for which permission was granted shall be promptly reported in writing by the member to the Chief of Police.

Permission to engage in secondary employment is a privilege, and is not a right, and shall be contingent at all times upon the member carrying out his police duties to the satisfaction of the Chief of Police. Commanding officers shall continuously review the performance of members who engage in secondary employment and

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
TUESDAY, June 29, 1965

PERMANENT ORDER NO. 2

1. At a meeting of the Police Commission held on Monday, June 28, 1965, the following resolution was adopted:

RESOLUTION NO. 642

RULES AND PROCEDURES AMENDED

RESOLVED that effective at 8:00 A.M., July 1, 1965, the following amendments and additions are hereby made in the Rules and Procedures of the San Francisco Police Department:

AMEND

RULE 2.29 Shall, during his watch or tour of duty, devote his entire time and attention to the efficient performance of police business and shall not engage in any other business or calling.

ADD

RULE 2.29.1 Shall not engage in any other business or calling without prior written permission from the Chief of Police, except while suspended or on Leave of Absence without Pay, subject to Charter provisions.

ADD

OFFICER-IN-CHARGE, BUREAU OF INSPECTION AND WELFARE

RULE 3.370 Shall report direct to the Deputy Chief of Police. This unit shall consist of such members as the Chief of Police deems necessary to carry out its functions and duties.

RULE 3.370.1 Shall process all requests from members for permission to engage in another business or calling and recommend approval or disapproval of such requests or revocation of permission to the Deputy Chief of Police. The Deputy Chief shall thereupon approve or disapprove such requests or revoke permission in the name of the Chief of Police.

RULE 3.370.2 Shall keep the Deputy Chief of Police informed of all important matters engaging the attention of the Bureau.

RULE 3.370.3 Shall perform such other duties as may be ordered by the Chief or Deputy Chief.

RULE 3.370.4 Shall make such reports and keep such records as are necessary to efficiently execute the functions of this unit, and shall make an annual report on secondary employment to the Police Commission.

AMEND

SICK LEAVE

RULE 5.27 A leave of absence, with full pay, because of illness or injury not incurred in the course of employment shall be known as sick leave, except that members of the Department who become injured as the result of engaging in secondary employment shall not be entitled to sick leave with pay for such injury.

AYES: Commissioners Glecak, Ladar.
ABSENT: Commissioner Mailliard.

P.O. No. 2 - - - - - Page 4. - - - - - June 29, 1965 -

All members who desire to engage in secondary employment must recognize that their primary duty, obligation and responsibility are to the San Francisco Police Department. Members are subject to call at any time for emergencies, special assignments, or overtime duty, and no secondary employment may infringe on this obligation. 11111111

Members shall not accept secondary employment in a business or occupation where the employees are on strike or are "locked out" by their employer, nor shall they engage in any picketing.

If a member is injured as the result of engaging in secondary employment, he shall not be entitled to receive sick pay or disability pay from the City and County of San Francisco for such injury.

Any member engaging in secondary employment without receiving prior permission as specified in Rule 2.29.1 and as outlined in this order, or without valid permission in effect, shall be in violation of the Rules and Procedures of the Department and subject to disciplinary action as provided in Section 155 of the Charter of the City and County of San Francisco.

THOMAS J. CAHILL
CHIEF OF POLICE

11111111

P.O. No. 2
6-29-65

recommend its termination by notifying the Officer-in-Charge, Bureau of Inspection and Welfare, if the member does not fulfill his Department responsibilities satisfactorily. The disapproval of a request for secondary employment, or the revocation of an approved request by the Chief of Police shall be final and binding and shall not be subject to review or appeal.

4. A Request for Secondary Employment shall be disapproved and an approved request may be revoked at any time for any of the following reasons:

- a) Where the member's official position might be used to serve private interests, or the nature of the employment would or might cause the member to use his police uniform, star or other police equipment or police powers in connection with the duties of the secondary employment.
- ~~b) Where the secondary employment would or might require or cause the member to use or disclose official police records, documents or files, or involve service of legal process.~~
- c) Where it appears from the member's sick or disability leave record, or other evidence, that secondary employment might impair or interfere with his ability to efficiently discharge his Police Department obligations.
- d) Where the secondary employment or the place where it is to be performed is such as to bring either the Department or the member into disrespect, or involve the member in violations of the Rules and Procedures of the Department.
- e) Where the secondary employment would assist in any manner in any criminal, civil or administrative action or proceeding including any proceeding before the Police Commission.
- f) Where the secondary employment is in any way connected with work of a private investigative nature, or for a private investigation agency, or for the collection of debts.
- g) Where the secondary employment is directly or indirectly connected with the operation of a tavern or the transportation, distribution or sale of intoxicating beverages.
- h) Where the secondary employment involves the operation or control of any taxicab or other public passenger-for-hire vehicle.
- i) Where the secondary employment is of a nature which would tend to degrade the dignity of the police service in any manner.
- j) Where the secondary employment is directly or indirectly connected with the towing of vehicles.
- k) Where the secondary employment is for more than eighteen (18) hours in any week, or when combined with police duty more than twelve (12) hours in any one day.

*Amended
see P.O. # 71706
June 29, 1965*

1) When on Annual Leave of Absence, where the secondary employment would amount to more than forty (40) hours in any week or more than eight (8) hours in any one day.

5. A member while engaged in secondary employment shall at all times take immediate and proper police action on any matter which would normally require police attention.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
THURSDAY, October 14, 1965

PERMANENT ORDER NO. 4

At a meeting of the Police Commission held on Monday, October 11, 1965, the following resolution was adopted:

RESOLUTION NO. 699

RULES AND PROCEDURES AMENDED

RESOLVED, that the following amendments and addition are hereby made in the Rules and Procedures of the San Francisco Police Department:

EQUIPMENT
7.00

A MEMBER

AMEND

- 7.01 A member appointed prior to January 1, 1966, shall at his own expense provide himself with:
- .1 Regulation Revolver and Holster
 - .2 Cartridge Container
 - .3 Handcuffs
 - .4 Wooden Pocket Club
 - .5 Whistle
 - .6 Electric Pocket Light
 - .7 Other Prescribed Equipment

ADD

- 7.02 Subject to budget provisions, a member appointed after December 31, 1965, shall have certain of the articles of equipment specified in Rule 7.01 provided by the Police Department; such equipment to be and to remain the property of the Police Department. Any equipment specified in Rule 7.01, which is not provided by the Police Department, shall be provided by the member at his own expense.

AMEND

- 7.03 The revolver shall be a Smith and Wesson or Colt .38 caliber, special, blue finish, or Smith and Wesson .41 Caliber Military and Police Model 58, blue finish.

AYES: Commissioners Mailliard, Clecak, Ladar.

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

SAN FRANCISCO, CALIFORNIA
WEDNESDAY, - AUGUST 18, 1965

PERMANENT ORDER NO. 3

1. ANIMAL BITE INVESTIGATIONS

PERMANENT ORDER #14 ISSUED DECEMBER 21, 1962,

IS AMENDED AS FOLLOWS:

ADD PARAGRAPH 15:

15. THE OBSERVATION PERIOD REQUIRED FOR BITING DOGS AND CATS HAS BEEN REDUCED FROM FOURTEEN TO TEN DAYS. THE OBSERVATION PERIOD FOR SPECIES OTHER THAN DOGS AND CATS SHALL CONTINUE TO BE FOURTEEN DAYS. THE MEMBER WHO COMPLETES FORMS OR DISSEMINATES LITERATURE ON THE SUBJECT SHALL MAKE THE CORRECTION IN INK WHEREVER "FOURTEEN" APPEARS, AND THE ANIMAL INVOLVED IS A DOG OR CAT.

THOMAS J. CAHILL
CHIEF OF POLICE

P.O. NO. 3
8-18-65

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
FEBRUARY 24, 1966

PERMANENT ORDER NO. 1

At a meeting of the Police Commission held on Monday, February 21, 1966, the following resolution was adopted:

RESOLUTION NO. 803

RULES AND PROCEDURES AMENDED - RE MEMBERS WHO ARE SERVED SUMMONS.

RESOLVED, that the Rules and Procedures of the San Francisco Police Department be, and the same are hereby amended as follows:

A member:

- 2.137 Shall, when served with a claim for damages, complaint, summons, or subpoena, involving possible liability on the part of the City, immediately notify in writing the Office of the Assistant Deputy Chief of Police (Legal Office), indicating the date and time of service. When served with a summons and complaint, these shall be forwarded immediately with the report.

AYES: Commissioners Ladar, Mailliard.

ABSENT: Commissioner Clecak.

THOMAS J. CHILL
Chief of Police

P.O.No. 1
2-24-66

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
THURSDAY, October 21, 1965

PERMANENT ORDER NO. 5

At a meeting of the Police Commission held on Monday, October 18, 1965, the following resolution was adopted:

RESOLUTION NO. 700

RULES AND PROCEDURES AMENDED - RE OFFICER-IN-CHARGE,
BUREAU OF COMPLAINT, INSPECTION AND WELFARE

RESOLVED, that the Rules and Procedures of the San Francisco Police Department be, and the same are hereby amended to read as follows:

OFFICER-IN-CHARGE, BUREAU OF COMPLAINT,
INSPECTION AND WELFARE.

- 3.370 Shall report direct to the Deputy Chief of Police. This unit shall consist of such members as the Chief of Police deems necessary to carry out its functions and duties.
- 3.370.1 Shall investigate complaints made against members of the Department when assigned by the Chief of Police. Such complaints shall be given a complete and thorough investigation and report shall be submitted to the Deputy Chief of Police covering all phases of the investigation with conclusions as to the merit of the complaint and recommendation as to action to be taken on the complaint.
- 3.370.2 Shall make inspection of personnel, equipment and buildings when ordered by the Chief of Police and submit report to the Deputy Chief of Police on the result of such inspections.
- 3.370.3 Shall process all requests from members for permission to engage in another business or calling and recommend approval or disapproval of such requests or revocation of permission to the Deputy Chief of Police. The Deputy Chief of Police shall thereupon approve or disapprove such requests or revoke permission in the name of the Chief of Police.
- 3.370.4 Shall keep the Deputy Chief of Police informed of all important matters engaging the attention of the Bureau of Complaint, Inspection and Welfare.
- 3.370.5 Shall perform such other duties as may be ordered by the Chief of Police or Deputy Chief of Police.
- 3.370.6 Shall make such reports and keep such records as are necessary to efficiently execute the functions of this unit, and shall make an annual report to the Police Commission on Secondary Employment.

AYES: Commissioners Mailliard, Clecak, Ladar.

THOMAS J. CAHILL
Chief of Police

P.O. No. 2 - Page 2 (Continued) Wednesday March 16, 1966:

10. Radio cars of this department, and those of other police agencies, shall be placed in close proximity, so that radio broadcast facilities are available on different frequencies. Field mobile units shall transmit all information from their posts, direct to headquarters. Headquarters shall then broadcast the information by radio, recording the progress and giving information to officers in the field.
11. Police vehicles shall not be used to form a road block. Instead, red flares may be placed, at the discretion of officers at the observation points, on the roadway to slow up traffic.

12. ADDITIONAL ROAD BLOCK COVERAGE -BUREAU OF INSPECTORS-

- (a) The following procedure is to provide additional road block coverage within the City of San Francisco, to be activated by the Bureau of Inspectors.
- (b) The Bureau of Communications shall broadcast the following message, upon notification from the Bureau of Inspectors, immediately after the broadcast of "SIGNAL 600"; "ALL INSPECTORS 901, ROOM 100, IMMEDIATELY".
- (c) The Officer-in-charge of Room 100, upon receiving response, shall determine the location of Inspectors reporting and assign them to the road block post nearest their location.

(d) Post Numbers and Locations:

- #7 Great Highway and Sloat Blvd.
- #8 Taraval Street and 19th Avenue.
- #9 Great Highway and Fulton Street.
- #10 Lake Street and Park-Presidio Drive.
- #11 Marina Blvd. and Lyon Street.
- #12 Lombard Street and Van Ness Avenue.
- #13 Fell Street and Stanyan Street.
- #14 Duboce Avenue and Market Street.
- #15 Third Street and Army Street.
- #16 Potrero Avenue and Army Street.
- #17 Ocean Avenue and Mission Street.
- #18 Ocean Avenue and San Jose Avenue.
- #19 Ocean Avenue and Juniper Serra Blvd.

- (e) The Officer-in-Charge of Room 100 shall have control of this detail.

13. TRAFFIC BUREAU:

All traffic units have been instructed to remain on their assigned patrol sectors and be alert for any or all information broadcast from Bureau of Communications pertaining to suspect vehicle, description, direction of travel, etc.

14. CALIFORNIA HIGHWAY PATROL:

Upon receiving an alert notification from the San Francisco Police Department, California Highway Patrol Central Dispatch Center will transmit their Road Block Code number 555.

The following posts will be immediately covered, by units indicated, or as assigned by the Field Sergeant:

Post 2 -- Toll lanes eastbound. Eastshore or Bridge unit.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 2:

San Francisco, California
Wednesday March 16, 1966

MUTUAL ROAD BLOCK/HIGHWAY OBSERVATION PLAN

1. The following procedure was adopted in establishing road blocks on highways which might provide escape routes for wanted persons and/or vehicles. The purpose is to provide a mutual road block plan between San Mateo and San Francisco, East Bay and Marin Counties:
2. PARTICIPATING AGENCIES:
 - (a) Sheriff's Department, Redwood City.
 - (b) California Highway Patrol, San Francisco
 - (c) San Francisco Police Department.
 - (d) Various City Police Departments, San Mateo County.
 - (e) Outside police agencies, adjacent to San Mateo County.
 - (f) Toll Collectors, San Mateo and Dumbarton Bridges.
3. ALERTING AUTHORITY:
 - (a) Sheriff's Office, Redwood City "K M A 455".
 - (b) San Francisco Police Department "K M A 438".
4. THE ROAD BLOCK RADIO CODE NUMBER IS "600"
5. RESPONSIBILITY OF PARTICIPATING AGENCIES:
Upon receiving an alert from headquarters (KMA 438), radio cars shall immediately acknowledge. Radio cars thereafter designated shall proceed to their post without delay.
 - Post No. 1 - Skyline Blvd. & Alemany Blvd. (Taraval)
 - Post No. 2 - Junipero Serra Blvd. & Alemany Blvd. (Taraval)
 - Post No. 3 - Mission St. & Hillside Blvd. (Daly City) (Ingleside)
 - Post No. 4 - Geneva Ave. & Bayshore Blvd. (Potrero)
 - Post No. 5 - San Jose Ave & Alemany Blvd. (Ingleside)
 - Post No. 6 - John Muir Drive & Lake Merced (Taraval)
6. Each Police Department shall be responsible for the assignment of its units to their respective posts and for advising the department initiating the alert that coverage has been made.
7. All units shall remain at their posts until cancellation of the alert (one-half maximum) is announced through the same channel in which it was received.
8. POST OPERATION PROCEDURE AND POLICY:
 - (a) If a wanted vehicle is observed, immediate radio contact shall be made with Station KMA 438.
 - (b) Officers shall immediately advise location, direction of travel, complete description of the vehicle and the number of occupants, if possible, followed by other pertinent information.
 - (c) Officers shall make no attempt to stop the vehicle alone and in no event until the foregoing rules have been complied with and further instructions have been received from the dispatching authority. This must be strictly adhered to for the safety of all participating officers and assurance of successful apprehension.
9. OFFICERS SHALL NOT LEAVE THEIR POST, EXCEPT:
 - (a) When necessary to respond to another emergency which is called to their attention while at their post.
 - (b) When directed to other duty by the dispatching authority.
 - (c) Cancellation of the alert.
 - (d) In all cases, while the alert is on, (duration one-half hour), the officers shall immediately notify their dispatching authority when leaving their post, so that a replacement can be made, if necessary.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

SAN FRANCISCO, CALIFORNIA
THURSDAY, MAY 26, 1966

PERMANENT ORDER NO. 3

AT A MEETING OF THE POLICE COMMISSION HELD ON MONDAY,
MAY 16, 1966, THE FOLLOWING RESOLUTION WAS ADOPTED:

RESOLUTION NO. 880

RULES AND PROCEDURES AMENDED

RESOLVED, THAT THE RULES AND PROCEDURES OF
THE SAN FRANCISCO POLICE DEPARTMENT ARE HEREBY AMENDED
TO READ AS FOLLOWS:

STATION KEEPER

- 8.177 SHALL DURING HIS WATCH, CAUSE TO BE TRANS-
FERRED TO THE CITY PRISON ALL PRISONERS IN
CUSTODY IN ACCORDANCE WITH THE DEPARTMENT
SCHEDULE OF TRANSFERS.
- .1 SHALL CAUSE THE TRANSFER RECORD TO BE
PROPERLY COMPLETED IN DUPLICATE.
 - .2 A COPY OF THE TRANSFER RECORD SHALL
ACCOMPANY THE PRISONER.
- AYES: COMMISSIONERS GLECAK, LADAR, MAILLIARD.

II. WAGON TRANSFERS

1. THE BELOW WAGON TRANSFER SCHEDULE SHALL BE OBSERVED
AS NEAR AS PRACTICAL IN ORDER TO FACILITATE THE
RECEIVING OF PRISONERS AT THE CITY PRISON AT
STAGGERED TIME INTERVALS.
2. EVERY EFFORT SHALL BE MADE TO DELIVER ALL PRISONERS...
ARRESTED, DURING THE EARLY MORNING HOURS, TO THE
CITY PRISON IN SUFFICIENT TIME FOR THEIR NAME TO BE
PLACED ON THE COURT CALENDAR. PRISONERS ARRIVING
AFTER 5:00 A.M. WILL NOT APPEAR ON THE CALENDAR
UNTIL THE NEXT BUSINESS DAY.
3. THE INGLESIDE WAGON SHALL CONTINUE TO TRANSFER
PRISONERS FROM THE MISSION STATION.
4. THE PARK STATION WAGON SHALL CONTINUE TO TRANSFER
PRISONERS FROM THE RICHMOND AND TARAVAL STATIONS.
5. THIS ORDER CANCELS GENERAL ORDER #1, DATED 1/3/61,
RELATING TO WAGON TRANSFERS.

P.O. No. 2 - Page 3 (Continued) Wednesday March 16, 1966:

- Post 4 -- Lower deck Eastbound Off-ramp to Treasure Island, north side by Engineer's Office. Telephone available. Bridge unit.
- Post 16 -- Southbound James Lick Freeway just South of Third Street. Skyway unit.
- Post 17 -- Southbound Southern Freeway at Brotherhood Way. Skyway unit.

Golden Gate Bridge Toll Lanes, Marin-Golden Gate Bridge Area, California Highway Patrol Bridge unit at lanes northbound and adjacent unit northbound north of lanes.

Post Operational Procedure:

1. If wanted vehicle is observed:
 - a. Field unit will not attempt to stop vehicle alone.
 - b. Advise location, direction of travel, complete description of vehicle and number of occupants, followed by any other pertinent information.
 - c. Central dispatch will disseminate this information by rebroadcasting and by land line to other participating departments,

This Permanent Order cancels and supercedes Permanent Order No. 2, dated July 17, 1950 and Permanent Order No. 9, dated November 21, 1952.

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OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

SAN FRANCISCO, CALIFORNIA
THURSDAY, JULY 7, 1966

PERMANENT ORDER NO. 4

AT A MEETING OF THE POLICE COMMISSION HELD ON TUESDAY, JULY 5, 1966, THE FOLLOWING RESOLUTION WAS ADOPTED:

~~RESOLUTION NO. 711~~
~~AMENDMENT TO THE RULES AND PROCEDURES:~~

RESOLVED, THAT THE RULES AND PROCEDURES OF THE SAN FRANCISCO POLICE DEPARTMENT BE, AND THE SAME ARE HEREBY AMENDED BY ADDING THE FOLLOWING NEW RULE:

RULE 2.29.2 (NEW RULE)

SHALL NOT ENGAGE IN ANY OTHER BUSINESS OR CALLING WHILE OFF DUTY ON SICK LEAVE WITH PAY OR DISABILITY LEAVE WITH PAY, NOTWITHSTANDING THE FACT THAT PRIOR WRITTEN PERMISSION TO ENGAGE IN SUCH OTHER BUSINESS OR CALLING HAS BEEN RECEIVED FROM THE CHIEF OF POLICE.

AYES: COMMISSIONERS LADAR, MAILLIARD, CLECAK.

PARAGRAPH 2, SUBSECTION (E) OF PERMANENT ORDER NO. 2, DATED JUNE 29, 1965, IS HEREBY AMENDED TO READ AS FOLLOWS:

- (E) PERMISSION TO ENGAGE IN SECONDARY EMPLOYMENT SHALL BE FOR EMPLOYMENT WITHIN A THIRTY (30) MILE RADIUS OF SAN FRANCISCO, SOLELY FOR THE SPECIFIC EMPLOYMENT FOR WHICH APPLICATION WAS SUBMITTED, AND SHALL BE VALID FOR ONE YEAR FROM THE DATE OF APPROVAL OR UNTIL COMPLETION OF THE EMPLOYMENT FOR WHICH IT WAS ISSUED IF LESS THAN ONE YEAR. PERMISSION MAY BE RENEWED UPON APPLICATION BY THE MEMBER IN THE SAME MANNER AND UNDER THE SAME CONDITIONS IN WHICH THE ORIGINAL PERMISSION WAS OBTAINED AND SHALL BE MADE NOT LESS THAN TEN (10) DAYS PRIOR TO THE TERMINATION DATE. PERMISSION MAY BE REVOKED AT ANY TIME BY THE CHIEF OF POLICE. IF THERE IS A CHANGE IN EMPLOYER OR THE DUTIES OF THE EMPLOYMENT, THE MEMBER SHALL IMMEDIATELY SUBMIT A NEW REQUEST.

PARAGRAPH 4, SUBSECTION (L) OF PERMANENT ORDER NO. 2, DATED JUNE 29, 1965, IS HEREBY AMENDED TO READ AS FOLLOWS:

- (L) MEMBERS WHO HAVE RECEIVED PERMISSION TO ENGAGE IN SECONDARY EMPLOYMENT SHALL NOT ENGAGE IN SUCH SECONDARY EMPLOYMENT DURING THEIR ANNUAL LEAVES OF ABSENCE.

THIS RESTRICTION IS MADE NECESSARY TO COMPLY WITH THE PROVISIONS OF SECTION 16.16-1 OF THE ADMINISTRATIVE CODE, WHICH READS AS FOLLOWS:

"EMPLOYEES SHALL NOT ACCEPT PAID EMPLOYMENT ELSEWHERE WHILE ON VACATION. IF ANY EMPLOYEE DOES ACCEPT PAID EMPLOYMENT WHILE ON VACATION, HE SHALL FORFEIT THE VACATION COMPENSATION TO WHICH HE IS OTHERWISE ENTITLED."

THOMAS J. CAHILL
CHIEF OF POLICE

6. SCHEDULE OF ESTIMATED ARRIVAL TIMES AT THE CITY PRISON FOR DISTRICT PATROL WAGONS:

Co. A	DELIVERED AS RECEIVED	
Co. B	DELIVERED AS RECEIVED	
Co. C	8:15 A.M.	4:15 P.M.
	12:15 A.M.	4:15 A.M.
Co. D	SAME AS Co. H	
Co. E	8:30 A.M.	4:30 P.M.
	12:30 A.M.	4:30 A.M.
Co. F	8:45 A.M.	4:45 P.M.
	12:45 A.M.	4:45 A.M.
Co. G	SAME AS Co. F	
Co. H	9:00 A.M.	5:00 P.M.
	1:00 A.M.	4:00 A.M.
Co. I	SAME AS Co. F	

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

SAN FRANCISCO, CALIFORNIA
WEDNESDAY, DECEMBER 7, 1966

PERMANENT ORDER NO. 6

- I. At a meeting of the Police Commission held on Monday, November 28, 1966, the following resolution was adopted:

RESOLUTION NO. 993

AMENDMENT TO THE RULES AND PROCEDURES

RESOLVED, that the Rules and Procedures of the San Francisco Police Department be, and the same are hereby amended, added and deleted as attached.

AYES: Commissioners Clecek, Ledar, Meillierd.

- II. Also attached are all changes to the Rules and Procedures for this Department which have occurred since the original issue.

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

SAN FRANCISCO, CALIFORNIA
MONDAY, SEPTEMBER 19, 1966

*See Perm. Order #14
4/24/70
for Canceled*

PERMANENT ORDER NO. 5

SERVICE OF SUBPOENAS ON MEMBERS OF THE POLICE DEPARTMENT FOR
THE PURPOSE OF APPEARING AS WITNESSES IN CIVIL ACTIONS OR FOR
THE TAKING OF DEPOSITIONS IN CIVIL ACTIONS

1. REFERENCE IS MADE TO PERMANENT ORDER NO. 7 OF SEPTEMBER 24, 1963, WHICH SETS UP THE PROCEDURE FOR MEMBERS OF THE POLICE DEPARTMENT APPEARING AS WITNESSES IN CIVIL ACTIONS OR FOR THE TAKING OF DEPOSITIONS IN CIVIL ACTIONS.
- 2.A) SECTIONS 68097.1, 68097.2 AND 68097.5 OF THE GOVERNMENT CODE HAVE BEEN AMENDED BY THE STATE LEGISLATURE SO AS TO REQUIRE THE DEPOSIT OF \$25.00 WHEN A MEMBER OF THE POLICE DEPARTMENT IS SUBPOENAED TO APPEAR AS A WITNESS BEFORE ANY COURT "OR OTHER TRIBUNAL" IN ANY CIVIL ACTION OR PROCEEDING IN CONNECTION WITH A MATTER REGARDING AN EVENT OR TRANSACTION WHICH HE HAS PERCEIVED OR INVESTIGATED IN THE COURSE OF HIS DUTIES.
- B) "TRIBUNAL" HAS BEEN DEFINED TO MEAN ANY PERSON OR BODY BEFORE WHOM OR WHICH ATTENDANCE OF WITNESSES MAY BE REQUIRED BY SUBPOENA, INCLUDING AN ARBITRATOR IN ARBITRATION PROCEEDINGS.
3. THESE AMENDMENTS MEAN THAT ANY SUBPOENA SERVED ON A MEMBER OF THE POLICE DEPARTMENT REQUIRING HIS APPEARANCE AS A WITNESS BEFORE ANY COURT OR OTHER TRIBUNAL IN A CIVIL ACTION MUST CONTAIN THE CERTIFICATION THAT THE SUM OF \$25.00 HAS BEEN DEPOSITED WITH THE CLERK OF THE COURT OR THE TRIBUNAL PRIOR TO THE ISSUANCE OF THE SUBPOENA. IF THIS CERTIFICATION IS NOT ON THE SUBPOENA, THE CHIEF'S OFFICE SHALL BE NOTIFIED, AND IT SHALL BE THE DUTY OF THE PERSONNEL IN THAT OFFICE TO CONTACT THE CLERK OF THE COURT OR THE TRIBUNAL TO ASCERTAIN IF THE \$25.00 HAS BEEN DEPOSITED. IF THE \$25.00 HAS NOT BEEN DEPOSITED, THE SUBPOENA SHALL BE INVALID AND THE PERSON SERVING SAME SHALL BE SO NOTIFIED SO THAT HE MAY ARRANGE TO HAVE THE \$25.00 DEPOSITED AS REQUIRED BY LAW.
4. THE \$25.00 FEE COLLECTED BY A TRIBUNAL, AS DEFINED IN PARAGRAPH 2B ABOVE, SHALL BE POSTED BY THE TRIBUNAL AT THE OFFICE OF THE CONTROLLER, CITY HALL, FOR DEPOSIT TO THE FOLLOWING ACCOUNT: REVENUE NO. 7149, ACCOUNT NO. 1910. IN THE EVENT THE \$25.00 FEE IS BROUGHT TO THE HALL OF JUSTICE INSTEAD OF BEING DEPOSITED WITH THE CONTROLLER, IT SHALL BE POSTED IN THE PROPERTY CLERK'S OFFICE FOR SUBSEQUENT DEPOSIT TO REVENUE NO. 7149, ACCOUNT NO. 1910.

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Monday, April 17, 1967

CANCELLED BY
P.O. #18 of 1975

PERMANENT ORDER NO. 2

PROCEDURE FOR HANDLING COMPLAINTS AGAINST POLICE OFFICERS

Complaint defined. A complaint is an allegation of misconduct on part of a member, whether on or off duty.

a. A complaint may be made at any station, bureau or unit. Complaints may not be received from persons under the age of 18 years unless they are accompanied by a parent, guardian or responsible adult.

b. A complaint may be made in person, by letter or by telephone.

2. Responsible officer defined. The responsible officer shall be the Commanding Officer or in his absence the officer-in-charge of any station, bureau or unit.

3. When a complaint is filed in person, the responsible officer of the station, bureau or unit in which the complaint is filed shall personally interview the complainant and cause the proper report to be made subject to the procedures outlined below.

4. In the event of a telephonic complaint, the responsible officer of the station, bureau or unit who receives the call, if the complaint is an allegation of misconduct by a member of his command, shall as promptly as possible cause an interview with the complainant by a commissioned officer or acting commissioned officer; preferably at the station, bureau or unit, but if this is not possible at a location agreeable to the complainant.

5. If the complaint is received by a station, bureau or unit other than that to which the member complained of is assigned, the responsible officer of the unit to which the member is assigned shall be notified immediately of the complaint and the location of the complainant and he shall cause as promptly as possible an interview with the complainant by a commissioned officer or acting commissioned officer; preferably at the station, bureau or unit, but if this is not possible at a location agreeable to the complainant.

6. In the event the station, bureau or unit to which the member complained of is assigned is not open, the responsible officer of the unit to which the complaint is made shall cause as promptly as possible an interview with the complainant by a commissioned officer or acting commissioned officer; preferably at the station, bureau or unit, but if this is not possible at a location agreeable to the complainant.

7. If a letter of complaint is received by a station, bureau or unit to which the member complained of is assigned, the procedure outlined above in paragraph 4 shall be followed.

8. If a letter of complaint alleges misconduct by a member not assigned to the station, bureau or unit receiving said letter, the letter shall be sealed in an envelope and delivered to the office of the Chief of Police.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

SAN FRANCISCO, CALIFORNIA
MONDAY, MARCH 20, 1967

PERMANENT ORDER NO. 1

INDEMNIFICATION CLAIMS BY PRIVATE CITIZENS

1. SECTION 13600 OF THE CALIFORNIA PENAL CODE PROVIDES A LEGAL BASIS FOR THE INDEMNIFICATION OF A PRIVATE CITIZEN WHO PREVENTS THE COMMISSION OF A CRIME, APPREHENDS A CRIMINAL, OR MATERIALLY ASSISTS A PEACE OFFICER IN LIKE MANNER AND IN SO DOING SUSTAINS PERSONAL INJURY OR DAMAGE TO HIS PROPERTY.
2. THE PRIVATE CITIZEN, OR LAW ENFORCEMENT AGENCY ACTING IN HIS BEHALF, MAY FILE A CLAIM FOR INDEMNIFICATION FOR SUCH INJURIES OR DAMAGES WITH THE STATE BOARD OF CONTROL.
 - A. CLAIM MUST BE FILED NOT LATER THAN SIX MONTHS AFTER OCCURRENCE OF THE INJURY OR DAMAGE.
 - B. CLAIM MUST BE ACCOMPANIED BY A STATEMENT FROM THE HEAD OF THE STATE OR LOCAL LAW ENFORCEMENT AGENCY CORROBORATING THAT CLAIMANT PREVENTED THE COMMISSION OF A CRIME OR APPREHENDED A CRIMINAL, OR MATERIALLY ASSISTED A PEACE OFFICER FOR THIS PURPOSE, AND INCURRED INJURY OR DAMAGE AS A DIRECT CONSEQUENCE THEREOF. THE STATEMENT MUST ALSO CONTAIN THE RECOMMENDATION OF THE LAW ENFORCEMENT AGENCY ON SAID CLAIM.
 - C. THE CLAIM MUST BE FILED WITH THE STATE BOARD OF CONTROL, ROOM 107, 1108 O STREET, SACRAMENTO.
3. INDEMNIFICATION CLAIMS BY PRIVATE CITIZENS FOR PERSONAL INJURY OR DAMAGES SUSTAINED IN ASSISTING LAW ENFORCEMENT WHICH ARE REFERRED TO THIS DEPARTMENT FOR CORROBORATION SHALL BE FORWARDED TO THE DIRECTOR OF PERSONNEL.
 - A. THE DIRECTOR OF PERSONNEL SHALL CAUSE AN INVESTIGATION TO BE CONDUCTED TO ASCERTAIN THE MERITS OF THE CLAIM AND SHALL PREPARE FOR THE APPROVAL OF THE CHIEF OF POLICE A COMMUNICATION TO THE STATE BOARD OF CONTROL CONTAINING A SUMMARY OF THE ACTIONS OF THE CLAIMANT RESULTING IN THE FILING OF THE CLAIM AND THE RECOMMENDATION OF THIS DEPARTMENT FOR APPROVAL OR DISAPPROVAL OF THE CLAIM.

THOMAS J. CAHILL
CHIEF OF POLICE

(Continued)

company, bureau or unit to which the officer is assigned; company, bureau or unit in which the original complaint was filed; whether filed in person or by letter; officer assigned investigative responsibility; and the date on which a copy of the approved investigative file is received by the Bureau of Complaint, Inspection and Welfare.

Complaints are classified into (9) nine categories:

- a. Excessive force
- b. Unwarranted actions (illegal search and seizure; unlawful arrest; unnecessary stops; detention for investigation beyond the time necessary; etc.)
- c. Conduct unbecoming an officer (arguments; criminal activity; misuse of position; discourtesy; profanity; etc.)
- d. Dishonesty
- e. Intoxication or use of intoxicants on duty
- f. Neglect of Duty (failure to take appropriate action, secondary employment without permission, sleeping on duty, tardiness, etc.)
- g. Sex
- h. Traffic
- i. Other

The disposition of complaints is classified into five (5) categories.

- a. Sustained - a member has committed all or part of the allegation of misconduct
- b. Not sustained - insufficient evidence to prove or disprove the allegation of misconduct
- c. Exonerated - investigation revealed the act occurred but was justified, lawful and proper
- d. Unfounded - investigation indicated the acts complained of did not occur
- e. Misconduct - acts of misconduct other than those alleged in the original complaint

In complaints alleging the use of excessive force and other serious complaints, question and answer statements shall be taken from the complainant, witnesses and police officers.

After the investigation of the complaint has been completed, the officer(s) charged with the responsibility for said investigation shall submit a report to the Chief of Police in triplicate.

The report shall be made in the following form: An intra-departmental memorandum report form shall be used. The subject shall be "Complaint of (whichever category as stated above would fit the type of complaint); complainant's name, address and telephone number; the officer(s) complained against (name, rank, star number and company to which assigned).

a. The first section of the detailed report of the investigation shall be headed COMPLAINT. This shall consist of a resume of the complaint as made by the complainant. It shall be concise and coherent.

b. The second section of the report shall be headed INVESTIGATION. This section shall consist of resumes of all statements and interviews conducted whether with the police officer(s) complained against, witnesses or other persons interviewed. Also included in this section shall be a resume of the police report if made and also a copy of the arrest card if made, transfer sheet if used and any other departmental records or documentary records which might have a bearing on the complaint.

9. The provisions for the receipt of complaints alleging misconduct on the part of a member DO NOT in any way relieve a superior officer from taking action when the alleged misconduct requires immediate measures to maintain the efficiency and safeguard the reputation of the Department.
10. In those units in which a log book is maintained, the responsible officer shall cause an entry of the complaint to be made in said log book.
11. An intra-departmental memorandum in quadruplicate explaining in detail the allegations of the complaint shall be prepared by the responsible officer prior to the conclusion of his tour of duty.
 - a. One copy of said report shall be retained at the station, bureau or unit making the report. The original and two copies shall be sealed in an envelope and forwarded to the office of the Chief of Police.
12. The Chief of Police shall assign responsibility for the complete and thorough investigation of all complaints.
13. Depending upon the seriousness of the complaint, the responsibility shall be assigned by the Chief to any one of the following persons or groups of persons:
 - a. The commanding officer of the member against whom the complaint is made.
 - b. The commanding officer of the Bureau of Complaint, Inspection and Welfare.
 - c. The commanding officer of the member against whom the complaint is made and the commanding officer of the Bureau of Complaint, Inspection and Welfare.
 - d. An investigative board which may consist of the following personnel: the member's commanding officer; the commanding officer of the Bureau of Complaint, Inspection and Welfare; the supervising commanding officer of the division of the Department that may be involved; the Director of Personnel; the Deputy Chief of Police, depending upon the magnitude and seriousness of the case; any other member of the Department as assigned by the Chief of Police.
14. The original report of the complaint shall be forwarded to the officer assigned the responsibility for investigating said complaint. One copy of said complaint shall be forwarded to the Bureau of Complaint, Inspection and Welfare showing the officer assigned the responsibility for the investigation, and one copy of said complaint shall be forwarded to the officer against whom the complaint is lodged.
15. The commanding officer, Bureau of Complaint, Inspection and Welfare, is assigned the responsibility to establish liaison with the District Attorney's Office when the complaint has as its basis the arrest of the person making the complaint. The function of the liaison officer would be to notify the District Attorney's Office when a complaint has been made against the officers involved in the arrest and/or incarceration of such person and to request notification prior to any motion for dismissal of the pending criminal charges.
16. In order to insure proper control over the investigation of complaints alleging misconduct on the part of a member of this Department, a central register, index and file shall be maintained by the Bureau of Complaint, Inspection and Welfare. Such register shall contain the following information: complaint number (starting with No. 1 each calendar year); date of receipt of complaint; name of complainant; type of complaint; officer against whom the complaint is filed;

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Tuesday, April 18, 1967

PERMANENT ORDER NO. 3

At a meeting of the Police Commission held on Monday, April 10, 1967, the following resolution was adopted:

RESOLUTION NO. 58-67

RULES AND PROCEDURES - AMENDED:

RESOLVED, that the Rules and Procedures of the San Francisco Police Department be and the same are hereby amended to read as follows:

Rule 9.123

A member

Shall see that the vehicle assigned to him is properly fueled and ready for immediate service and shall not allow unauthorized persons to operate or be carried in same. Shall at all times operate said vehicle in a reasonable and prudent manner. When responding to an emergency and the traffic control red light is against the police vehicle, the police vehicle shall be slowed down, and stopped if necessary, until all traffic that is proceeding on the green light realizes that the police vehicle is signalling for the right-of-way and has stopped to let the police vehicle proceed through the intersection. Upon approaching a "stop" sign, police vehicles shall slow down and shall not proceed until all other vehicles yield the right-of-way. If the siren and red light does not get the right-of-way for the police vehicle, it shall not be taken arbitrarily under any condition.

AYES: Commissioners Clecak, Ladar, Mailliard.

THOMAS J. CAHILL
CHIEF OF POLICE

21. (Continued)

- Cancelled*
- c. The third section shall be headed RECORD OF OFFICER. This section shall be a resume of the record of the officer(s) against whom the complaint was made. It shall list the date of appointment to the Police Department and the date of appointment to the rank currently held. Also included shall be all meritorious awards, captains' commendations, captains' complimentaries, and letters of commendation from citizens. In addition, any prior complaints and the type of complaint with the disposition of said complaint shall be included.
 - d. The fourth section shall be headed DISPOSITION IN COURT. Under this heading shall be a disposition of the criminal charge placed against the complainant if an arrest were made and the court case has been disposed of prior to the submission of the report to the Chief. In the event of a conviction, the section shall show the sentence given the complainant.
 - e. The fifth section shall be headed CONCLUSIONS. This section shall be a review of all evidence uncovered in the investigation of the complaint. The investigating officer(s) shall submit his conclusions and reasons for his conclusions.
 - f. The final section of the report shall be headed RECOMMENDATIONS. Under this heading shall be the recommendations of the officer(s) conducting the investigation. The recommendations shall be any one of the four listed above - sustained, not sustained, unfounded or exonerated. In the event misconduct has been found which was not contained in the allegations of the complainant, then the recommendation of the investigating officer(s) shall be stated. In the event the allegations of misconduct have been sustained by the investigating officer(s), their recommendations for disciplinary action shall be stated under this heading. If the recommendation consists of the filing of charges against a member, it shall also contain the specific violations of the Rules and Procedures of this Department.
 - g. In addition to these recommendations, it may be necessary that recommendations be made for the altering, amending or changing of rules or procedures employed by this Department.
- 22. After approval by the Chief of Police, said report shall be forwarded to the Police Commission for approval. Upon approval by the Police Commission, the report shall be forwarded to the Bureau of Complaint, Inspection and Welfare for inclusion in the files.
 - 23. Upon receipt of the approved report from the Police Commission, the Bureau of Complaint, Inspection and Welfare shall be responsible for notifying the complainant of the result of the investigation.
 - 24. The register, index and files maintained by the Bureau of Complaint, Inspection and Welfare shall be confidential and subject to review only by those persons authorized by the Chief of Police.

THOMAS J. CAHILL
CHIEF OF POLICE

May 22, 1967

8. District command posts or units shall not transmit orders directly to other districts or units not previously assigned to the incident. "Officer needs assistance, 406," shall not be used by a command post to obtain reinforcements; it will be reserved for those circumstances where officers are themselves in immediate difficulty and unable to transmit more explicit requests.
9. A command post, once established, shall be continuously manned by either the officer-in-charge or his designated representative. In ~~the event the officer-in-charge is not immediately present,~~ his actual location shall be made known to the command post at all times in order that messages may reach him. If it becomes necessary or convenient for the officer-in-charge to transmit radio messages from a vehicle other than the original command post, such messages shall be prefixed by the command post radio designation, not by that of the radio units being temporarily used.
10. When the situation is stabilized and the command post is deactivated, a specific message to that effect shall be transmitted to the Bureau of Communications, ".....Command is 10-7."

COMMAND OPERATIONS CENTER

11. Whenever it becomes necessary to activate the Command Operations Center of this Department, one of the major functional divisions will be designated by the Chief of Police as the responsible operating division depending upon the nature of the operation. A task force tailored to the needs of the occasion will then be organized with channels of command as indicated herein.

TASK FORCES ORGANIZATIONTYPE "A"
(PATROL)TYPE "B"
(TRAFFIC)TYPE "C"
(INSPECTORS)

- | | | |
|---|--|--|
| 12. A Patrol Division function aided by units and personnel from other divisions. | A Traffic Bureau function aided by units and personnel from other divisions. | An Inspectors Bureau function aided by units and personnel from other divisions. |
| Over-all control by Supervising Captain | Over-all control by Director of Traffic | Over-all control by Chief of Inspectors |
| Traffic and circulation control by Director of Traffic. | Non-Traffic police functions control by Supervising Captain | Traffic and circulation control by Director of Traffic. |
| | | Non-Traffic police functions control by Supervising Captain. |
13. Coordination between Police District Commanders and Director of Traffic and/or Chief of Inspectors effected by Supervising Captain; direct communication authorized between Traffic and/or Inspectors units and Commander of the Police District in which they are physically present.
14. Units or personnel detailed from other districts or bureaus by order of Operations Center are under command of district or bureau to which they have been thus detailed until expressly relieved by Operations Center.
15. Where a non-traffic problem involves more than one Police District, Supervising Captain or his representative will exercise field command over the districts involved.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Monday, May 22, 1967

PERMANENT ORDER NO. 4

Permanent Order No. 11, November 13, 1962, is hereby rescinded. The following provisions relative to Command Posts and the Command Operations Center, shall replace the provisions of that order.

COMMAND POSTS

1. In the event of an occurrence of a police nature which requires intensive coordination of policing activity such as at the scene of a large fire, catastrophe, etc., where large crowds assemble and extensive traffic and crowd control is necessary, a field unit at the scene shall immediately establish itself as the "Official Command Post" for this particular event and notify the Bureau of Communications of its call sign and established location.
2. The senior district officer present shall be responsible for the proper establishment and operation of the command post until relieved by a superior officer. A patrolman establishing a command post shall immediately request the presence of a supervisory officer. The Sergeant on duty in the Radio No. 10 unit of the district shall respond to the scene automatically. The Platoon Commander shall respond in appropriate cases or at the request of the command post.
3. In the case of a major incident if there is no commissioned officer present for duty in the police district concerned, the Bureau of Communications shall notify the District Commander and/or the Supervising Captain or, after normal duty hours, the Assistant Supervising Captain.
4. If an incident involves two or more police districts, each district shall establish a command post; coordination between such command posts shall be by the Bureau of Communications until establishment of a centralized command post by the Supervising Captain, or other headquarters command personnel, under the provisions of Rule 3.133 or 9.01.1 of the Department Rules and Procedures.
5. The Bureau of Communications will transmit appropriate orders and information regarding the incident on all channels so that all field units will be aware of conditions at the scene; all field units shall monitor their radios when not necessarily engaged in other duties, and remain aware of developments.
6. A district command post shall identify itself as "Park Command" or "Northern Command", etc., NOT as a mobile unit. Original location and any changes of location shall be reported immediately to the Bureau of Communications for broadcast on all channels.
7. Requests for additional personnel or units other than those already assigned or detailed to the incident originate with the field command post and shall be transmitted to the Bureau of Communications for coordination and procurement. The Bureau of Communications shall be responsible for allocation of personnel and mobile units among one or more field command posts, commensurate with the extent of the need and the necessity of maintaining at least minimum patrol coverage of the remainder of the city, until the establishment of centralized command post. Control and allocation of units already present at an incident shall be by direct radio transmission from the command post, with assistance of the Bureau of Communications in case of difficulty with radio reception or transmission.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

SAN FRANCISCO, CALIFORNIA
THURSDAY, JUNE 15, 1967

PERMANENT ORDER NO. 5

PROCEDURE FOR DISPOSITION OF JUVENILES IDENTIFIED AS
MISSING PERSONS, OR RUNAWAYS, OR LIVING AWAY FROM HOME
WITHOUT PROPER SUPERVISION

1. THE PROCEDURE FOR THE DISPOSITION OF JUVENILES WHO ARE REPORTED AS MISSING PERSONS, OR RUNAWAYS, OR ARE LIVING AWAY FROM HOME WITHOUT PROPER SUPERVISION, AND WHO ARE IDENTIFIED AS SUCH BY A MEMBER OF THE DEPARTMENT, SHALL BE AS FOLLOWS:

A. JUVENILE - A LOCAL RESIDENT

MAY BE TURNED OVER TO HIS PARENT OR GUARDIAN, WITHOUT THE NECESSITY OF A CITATION OR BOOKING, UNLESS HE IS AN HABITUAL RUNAWAY OR FREQUENTLY REPORTED AS MISSING. IN SUCH CASES HE SHALL BE CITED OR BOOKED, DEPENDING ON THE CIRCUMSTANCES OF THE POLICE CONTACT.

B. JUVENILE - A BAY AREA COUNTY RESIDENT

MAY BE TURNED OVER TO HIS PARENT OR GUARDIAN, IF THEY WILL RESPOND IMMEDIATELY FOR THE PURPOSE OF RETURNING THE JUVENILE TO HIS HOME. THE PROVISIONS AS TO CITING OR BOOKING AS PROVIDED IN PARAGRAPH #1 SHALL ALSO APPLY IN THIS CASE. IN CASES WHERE THE PARENT OR GUARDIAN WILL RESPOND, THE JUVENILE SHALL BE BROUGHT TO THE JUVENILE BUREAU, WHERE HE WILL BE HELD UNTIL THE ARRIVAL OF HIS PARENT OR GUARDIAN. (NO JUVENILE SHALL BE BROUGHT TO THE JUVENILE BUREAU UNLESS PARENT OR GUARDIAN CAN RESPOND BEFORE 3:00 A.M.)

C. JUVENILE - A RESIDENT OF ANOTHER PART OF THIS STATE
OR OUTSIDE OF THIS STATE

SHALL BE BOOKED AT THE YOUTH GUIDANCE CENTER.

D. JUVENILE AWAY FROM HOME FOR A PERIOD EXCEEDING TEN DAYS

SHALL BE BOOKED AT THE YOUTH GUIDANCE CENTER.

E. PROCESSING OF JUVENILE

A JUVENILE BOOKED UNDER ANY OF THE PREVIOUSLY DESCRIBED SITUATIONS SHALL BE PROCESSED AT THE JUVENILE BUREAU PRIOR TO BEING TAKEN TO THE YOUTH GUIDANCE CENTER.

THOMAS J. CAHILL
CHIEF OF POLICE

COMMANDO DESIGNATION

- | | <u>"A"</u> | <u>"B"</u> | <u>"C"</u> |
|-----|---|--|--|
| 16. | <u>Operations Center and mobile COMMAND ONE:</u>
Supervising Captain or his representative. | <u>Operations Center and mobile COMMAND ONE:</u>
Director of Traffic or his representative. | <u>Operations Center and mobile COMMAND ONE:</u>
Chief of Inspectors or his representative. |
| | <u>Traffic Bureau mobile command post:</u>
<u>COMMAND TWO.</u> | <u>Patrol Division mobile command post:</u>
<u>COMMAND TWO.</u> | <u>Traffic Bureau mobile command post:</u>
<u>COMMAND TWO.</u> |
| | | | <u>Patrol Division mobile command post:</u>
<u>COMMAND THREE.</u> |
| 17. | Police District Commanders or their representatives upon activation of their respective command posts: <u>NORTHERN COMMAND, PARK COMMAND, ETC.</u> | | |
| 18. | In each case, the individual identifying himself as a "COMMAND" will be considered as speaking for the command or district designated and Bureau of Communications will dispatch units and transmit messages accordingly. | | |
| 19. | In each Police District, Bureau of Communications will accept <u>command</u> operational orders from the designated command posts only. | | |
| 20. | Operation orders affecting more than one Police District will be accepted by Bureau of Communications in priority indicated: | | |

- | | <u>"A"</u> | <u>"B"</u> | <u>"C"</u> |
|-----|--|--|--|
| 21. | From "OPERATIONS",
and "COMMAND ONE"
only. | From "OPERATIONS",
"COMMAND ONE" and
"COMMAND TWO" only. | From "OPERATIONS",
"COMMAND ONE" and
"COMMAND THREE" only. |
| 22. | <u>Traffic</u> control and circulation orders will be accepted from command posts in priority indicated: | | |

- | | <u>"A"</u> | <u>"B"</u> | <u>"C"</u> |
|-----|---|---|--|
| 23. | From "OPERATIONS",
"COMMAND ONE" and
"COMMAND TWO". | From "OPERATIONS"
and "COMMAND ONE". | From "OPERATIONS"
"COMMAND ONE" and
"COMMAND TWO". |
| 24. | Command posts established in the field will identify themselves and their locations to the Bureau of Communications; mobile command posts will report immediately any change of location. | | |
| 25. | When performing the duties of a command <u>post</u> , personal radio call designations will not be used, with the exception of the Chief and Deputy Chief. | | |
| 26. | Only the above designated command radio designations and such additional ones as may be authorized by Operations Center will be used for this operation; additions will be confirmed via teletype to bureaus and stations. NO OTHER OR IMPROVISED RADIO CALL DESIGNATIONS WILL BE RECOGNIZED or acted upon by the Bureau of Communications. | | |

THOMAS J. CAHILL
CHIEF OF POLICE

P. O. No. 6 - - - - - Page 2 - - - - - July 10, 1967 -

.2 WHEN JUVENILE'S RESIDENCE OUTSIDE SAN FRANCISCO.

- A. A COLLECT TELEPHONE CALL SHALL BE PLACED THROUGH THE HALL OF JUSTICE TELEPHONE OPERATOR TO THE RESIDENCE OF THE JUVENILE'S PARENT, GUARDIAN OR RESPONSIBLE RELATIVE.
- B. THE PARENT, GUARDIAN OR A RESPONSIBLE RELATIVE SHALL BE INFORMED OF THE JUVENILE BEING HELD IN CUSTODY, THE REASON AND THE PLACE WHERE HELD.
- C. THE PARENT, GUARDIAN OR RESPONSIBLE RELATIVE SHALL BE ADVISED TO CONTACT THE YOUTH GUIDANCE CENTER, 375 WOODSIDE AVENUE, SAN FRANCISCO, TELEPHONE NUMBERS:

WEEK-DAYS - 731-5740
NIGHTS/WEEK-ENDS/HOLIDAYS - 731-5759

- D. A RECORD OF EACH COMPLETED CALL SHALL BE MADE IN THE BOOK PROVIDED FOR OUT-OF-TOWN TELEPHONE CALLS.
 - E. WHEN NOTIFICATION CANNOT BE MADE BY TELEPHONE, THE JUVENILE BUREAU, BETWEEN THE HOURS OF 8:00 A.M. AND 3:00 A.M., AND THE BUREAU OF INSPECTORS, ROOM 100, BETWEEN 3:00 A.M. AND 8:00 A.M., SHALL BE CONTACTED AND REQUESTED TO HAVE A TELETYPE SENT TO THE LAW ENFORCEMENT AGENCY OF THE JUVENILE'S PLACE OF RESIDENCE, ASKING SAID AGENCY TO NOTIFY THE PARENT OR GUARDIAN OF THE HOLDING IN CUSTODY OF THE JUVENILE. SUFFICIENT INFORMATION SHALL BE GIVEN SO THAT PROPER NOTIFICATION CAN BE MADE.
 - F. THE MEMBERS OF THE JUVENILE BUREAU OR BUREAU OF INSPECTORS SHALL MAKE THE MESSAGE TRANSMISSION REQUEST IN TRIPLICATE. THE ORIGINAL AND ONE COPY SHALL BE SENT TO THE BUREAU OF COMMUNICATIONS, AND ONE COPY TO THE UNIT RESPONSIBLE FOR THE FOLLOW-UP OF THE CASE. THE COPY RECEIVED BY THE BUREAU OF COMMUNICATIONS SHALL BE FORWARDED TO THE JUVENILE BUREAU UPON COMPLETION OF TRANSMISSION OF THE MESSAGE, WHERE IT SHALL BE FILED.
- .3 THE OFFICER WHO TOOK THE JUVENILE INTO CUSTODY SHALL INCLUDE IN HIS INCIDENT REPORT WHETHER OR NOT THE PARENT, GUARDIAN OR A RESPONSIBLE RELATIVE WAS VERBALLY NOTIFIED, AND IF NOT, WHAT ACTION WAS TAKEN TO EFFECT THE NOTIFICATION.

AYES: COMMISSIONERS MAILLIARD, LADAR, CLECAK.

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

SAN FRANCISCO, CALIFORNIA
MONDAY, JULY 10, 1967

PERMANENT ORDER NO. 6

AT A MEETING OF THE POLICE COMMISSION HELD ON
WEDNESDAY, JULY 5, 1967, THE FOLLOWING RESOLUTION WAS ADOPTED:

RESOLUTION NO. 103-67

RULES AND PROCEDURES OF THE SAN FRANCISCO POLICE DEPARTMENT
AMENDED - RE NOTIFICATION OF PARENT OR GUARDIAN WHEN JUVENILE
HELD IN CUSTODY.

RESOLVED, THAT THE RULES AND PROCEDURES OF THE SAN
FRANCISCO POLICE DEPARTMENT BE, AND THE SAME ARE HEREBY
AMENDED TO READ AS FOLLOWS:

NOTIFICATION OF PARENT OR GUARDIAN WHEN JUVENILE
HELD IN CUSTODY

11.57

WHEN A JUVENILE IS TAKEN INTO CUSTODY AND HELD IN
CUSTODY, WHETHER IT BE AT THE YOUTH GUIDANCE CENTER,
CITY PRISON, COUNTY JAIL, SAN FRANCISCO GENERAL
HOSPITAL OR ANY OTHER APPROVED PLACE OF CONFINEMENT,
THE OFFICER TAKING THE JUVENILE INTO CUSTODY SHALL
BE RESPONSIBLE FOR THE IMMEDIATE NOTIFICATION OF THE
JUVENILE'S PARENT, GUARDIAN, OR A RESPONSIBLE RELA-
TIVE THAT SUCH JUVENILE IS IN CUSTODY AND THE PLACE
WHERE HE IS BEING HELD. SUCH NOTIFICATION SHALL BE
MADE AS FOLLOWS:

.1 WHEN JUVENILE A LOCAL RESIDENT.

- A. NOTIFICATION MAY BE MADE IN PERSON, BY TELEPHONE
OR BY LEAVING A NOTE AT THE PLACE OF RESIDENCE
OF THE PARENT OR GUARDIAN WHEN VERBAL COMMUNI-
CATION CANNOT BE ACCOMPLISHED.
- B. WHEN A JUVENILE IS TAKEN INTO CUSTODY IN AN AREA
OF THE CITY, DISTANT FROM THE PARENT'S OR GUARD-
IAN'S PLACE OF RESIDENCE AND VERBAL NOTIFICATION
OF THE CUSTODIAL HOLD CANNOT BE MADE BY THE
OFFICER, HE SHALL CONTACT THE DISTRICT STATION
WITHIN WHICH THE RESIDENCE IS LOCATED AND REQUEST
NOTIFICATION BE MADE. AN ENTRY SHALL BE MADE IN
THE LOG BOOK OF THE OFFICER'S UNIT, CONCERNING
THE REQUEST.
- C. THE DISTRICT STATION RECEIVING THE REQUEST TO
MAKE NOTIFICATION SHALL DISPATCH AN OFFICER TO
THE PLACE OF RESIDENCE OF PARENT OR GUARDIAN.
IF VERBAL NOTIFICATION CANNOT BE MADE, A NOTE
SHALL BE LEFT CONTAINING THE FACT OF THE CUSTODIAL
HOLD AND THE PLACE OF CONFINEMENT. AN ENTRY SHALL
BE MADE IN THE LOG BOOK CONCERNING THE REQUEST
AND ACTION TAKEN. THE DISPATCHED OFFICER SHALL
NOTIFY THE REQUESTING OFFICER OR THE UNIT TO
WHICH HE IS ATTACHED OF THE ACTION TAKEN.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Wednesday, July 26, 1967

PERMANENT ORDER NO. 8

STANDARD PROCEDURES FOR MAJOR INCIDENTS OR CIVIL DISTURBANCES

I. GENERAL

1. In the event of a major incident or civil disturbance requiring commitment of a substantial portion of the manpower of this Department, the following standard operating procedures shall be implemented. Their purpose is to systematically provide sufficient organized and equipped police at times and places designated by command elements while simultaneously making provision for minimal policing of those portions of the City and County not directly involved in the incident or disturbance.
2. Mobile tactical units will be organized by each police district and the Traffic Bureau as provided herein, to include the specified numbers and ranks of supervisory personnel. They will be deployed as units in order to remain effective striking forces and in order to permit their rapid redeployment to other areas as may become necessary.
3. Administration of mobile units will remain with their assigned district or bureau which will continue to carry them on their Watch Reports unless otherwise instructed. Tactical command of mobile units will be by the district or bureau to which temporarily detailed by the command element controlling the incident or disturbance, in accordance with Paragraph 14, Permanent Order No. 4 of 1967.
4. Normal patrol, static guard, and any other routine duties of a police district will be performed by the personnel assigned thereto; mobile units from other districts or bureaus will not be detailed in less than squad strength with a non-commissioned officer in charge and will not be used for routine police duties. Insofar as possible they will remain under the immediate supervision and command of the supervisory personnel accompanying them from their assigned district or bureau.
5. When the policing of an incident or disturbance exceeds the capabilities of a district station or bureau, that fact shall be reported to the office of the Supervising Captain and the provisions of Paragraphs 1 through 10 of Permanent Order No. 4 of 1967 implemented.
6. In major incidents, or as directed, the Bureau of Communications will dispatch the Mobile Communications Van to the scene to facilitate field command post operations.
9. At the direction of the Chief, the Command Operations Center of this Department may be activated under the control of a designated functional division to handle an anticipated police problem, as provided in Paragraphs 11 through 26 of Permanent Order No. 4 of 1967. In the event of an unanticipated emergency requiring urgent commitment of police strength, the Command Operation Center may also be activated upon direction of the Chief, the Deputy Chief, or the Supervising Captain; in such emergency the Patrol Division will be the responsible operating division under provisions of Paragraph 11, Permanent Order No. 4 of 1967 unless otherwise directed by the Chief or Deputy Chief.

*Concurrence
P.O. 12 of 75*

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

SAN FRANCISCO, CALIFORNIA
THURSDAY, JULY 20, 1967

PERMANENT ORDER NO. 7

PERMANENT ORDER No. 2, DATED APRIL 17, 1967, CONCERNING
"PROCEDURE FOR HANDLING COMPLAINTS AGAINST POLICE OFFICERS"
IS HEREBY AMENDED IN PART AS FOLLOWS:

PARAGRAPH 1A

A COMPLAINT MAY BE MADE AT ANY STATION,
BUREAU OR UNIT. COMPLAINTS MAY NOT BE
RECEIVED FROM PERSONS UNDER THE AGE OF
18 YEARS UNLESS THEY ARE ACCOMPANIED BY
A PARENT, GUARDIAN OR RESPONSIBLE ADULT,
OR UNLESS CIRCUMSTANCES INDICATE THAT
THE COMPLAINT SHOULD BE TAKEN IMMEDIATELY.
IN WHICH EVENT THE PARENT, GUARDIAN OR
RESPONSIBLE ADULT SHALL BE NOTIFIED OF THE
COMPLAINT AS PROMPTLY AS POSSIBLE.

PARAGRAPH 5

IF A TELEPHONIC COMPLAINT IS RECEIVED BY A
STATION, BUREAU OR UNIT OTHER THAN THAT TO
WHICH THE MEMBER COMPLAINED OF IS ASSIGNED,
THE RESPONSIBLE OFFICER OF THE UNIT TO
WHICH THE MEMBER IS ASSIGNED SHALL BE
NOTIFIED IMMEDIATELY OF THE COMPLAINT AND
THE LOCATION OF THE COMPLAINANT AND HE
SHALL CAUSE AS PROMPTLY AS POSSIBLE AN
INTERVIEW WITH THE COMPLAINANT BY A COM-
MISSIONED OFFICER OR ACTING COMMISSIONED
OFFICER; PREFERABLY AT THE STATION, BUREAU
OR UNIT, BUT IF THIS IS NOT POSSIBLE AT A
LOCATION AGREEABLE TO THE COMPLAINANT.

PARAGRAPH 6A

IN THE EVENT THE COMPLAINT IS MADE TO THE
RESPONSIBLE OFFICER OF THE BUREAU OF COM-
MUNICATIONS AND THE UNIT TO WHICH THE MEM-
BER COMPLAINED OF IS ASSIGNED IS NOT OPEN
AT THE TIME OF THE COMPLAINT, THE RESPON-
SIBLE OFFICER OF THE BUREAU OF COMMUNICA-
TIONS SHALL CONTACT THE RESPONSIBLE OFFICER
OF THE DISTRICT STATION IN WHICH THE PERSON
MAKING THE COMPLAINT IS THEN LOCATED.
THEREAFTER THE RESPONSIBLE OFFICER OF THE
DISTRICT STATION SHALL FOLLOW THE PROCEDURES
OUTLINED IN PERMANENT ORDER No. 2.

THOMAS J. CAHILL
CHIEF OF POLICE

July 26, 1967

in accordance with the following formula:

Mobile Platoon: 40%
(Any numerical deficiency to be
made up from the 2000-0800 Watch)

0800-2000 Platoon: 30%

2000-0800 Platoon: 30%

18. For every ten patrolmen, or fraction thereof, in the Mobile Platoon, a Sergeant will be detailed; any deficiency will be filled from the 2000-0800 Watch. A Lieutenant will be in command of each Mobile Platoon.
19. Upon specific authorization by the Command Operation Center, the Commanding Officer of a particular police district may divide his total assigned personnel present for duty between the 0800-2000 and the 2000-0800 Watches, in such proportions as he deems suitable for the police problems in his district; under such circumstances his Mobile Platoon need not be activated.
20. The Commanding Officer to whose unit or bureau a member is assigned is responsible for maintenance of current address and telephone files and for the emergency notification of such member, except that a member detailed for more than one week (Sunday through Sunday) to another unit or bureau becomes the notification responsibility of that unit or bureau.
21. A member ordered on Standby Alert shall remain immediately accessible by telephone or messenger at his address of record. For each eight hours, or fraction thereof, on standby he shall be entitled to one hour of compensatory time.
22. A member ordered to report during an emergency mobilization shall respond without delay. A member physically reporting to his unit or bureau or as otherwise ordered during a mobilization shall be entitled to a minimum of three hours compensatory time. If, however, he reports thus for duty at a time for which he was normally scheduled to perform duty, he shall not be entitled to such compensatory time.
23. Members assigned or detailed to the Bureau of Inspectors, Bureau of Special Services, Central Warrant Bureau and Narcotic Bureau will report to their respective units and hold themselves available for assignment upon order of the Command Control Center.
24. The Mobile Platoon from each district will be designated by the letter pertaining to the district of origin. Thus, "Mobile Platoon 'F'" would designate the one from Company "F". The Command Operations Center may reinforce any mobile platoon by attachment of separate squads organized by Company "B" from personnel from investigative and other units as indicated above.

THOMAS J. CAHILL
CHIEF OF POLICE

II. NOTIFICATION

10. Upon the decision to activate the Command Operations Center, the responsible division head, or his representative, shall notify the Officer-in-Charge, Bureau of Communications, to implement the notification procedures of Annex "A" of this Permanent Order.
11. Upon notification by the Bureau of Communications, the Director of Planning and Research shall notify the Executive Aide to the Chief in accordance with Annex "B" hereto, and the Executive Aide shall thereupon implement the provisions of Annex "C" hereto.

III. PERSONNEL

12. The incident or disturbance will ordinarily be handled by redeployment of personnel and units on duty at the time of the incident. If it becomes apparent that additional police strength will be required, the Command Operations Center will determine the rank and numbers of off-duty personnel to be recalled by each district or bureau and will direct the Officer-in-Charge of such designated district or bureau to accomplish such recall, by telephone or messenger.
13. A member thus notified by his district or bureau shall immediately report for duty at his unit, or as otherwise directed. The Officer-in-Charge of each designated district or bureau will, as men report, organize such recalled personnel into squads of not less than eight nor more than twelve patrolmen with a non-commissioned officer and shall immediately report to the Command Operations Center as each such squad is organized and ready for assignment.

IV. FULL MOBILIZATION

14. Upon the order of the Chief that full mobilization is to be accomplished, all units and bureaus will operate upon the basis of two twelve-hour watches, from 0800 to 2000 hours and from 2000 to 0800 hours. All watches off will be cancelled until further notice; all members on annual leave not physically absent from the San Francisco area will be recalled to duty.
15. In each unit or bureau, the normal First Platoon will continue on the day watch, working from 0800 to 2000 hours. The Second Platoon (normal 4/12 Watch) will constitute the Mobile Platoon of the unit or bureau and will be deployed to the locations and at the times directed by the Emergency Operations Center. The Third Platoon (normal 12/8 Watch) will work from 2000 to 0800 hours. If mobilization occurs on a Sunday, the Third Platoon of the previous week will become the Mobile Platoon and the oncoming 4/12 Watch will become the 2000-0800 Watch.
16. The First Platoon Commander will work 0800-2000 hours; the Second Platoon Commander commands the Mobile Platoon (except when mobilization occurs on Sunday); the Third Platoon Commander will work 2000 to 0800 (unless mobilized on Sunday). The Relief Lieutenant of the unit or bureau replaces any absent Platoon Commander or, if not thus required, acts as Second-in-Command of Mobile Platoon.
17. For each unit or bureau the total number of patrolmen present for duty or known to be en route to report will be allocated

P. O. No. 9 - - - - - PAGE 2 - - - - - AUGUST 10, 1967 -

AS INDICATED IN THE ORDINANCE APPOINTMENTS SHALL BE MADE "AFTER THE SHIFT." MEMBERS RECEIVING SUCH APPOINTMENTS WILL NOT BE PAID THE SALARY OF THE HIGHER RANK FOR THE FIRST SHIFT WORKED. FORM LAB 16B, COMPENSATION REQUEST-EQUAL PAY, SHALL BE COMPLETED BY THE MEMBER AND APPROVED BY HIS COMMANDING OFFICER. ALTHOUGH NOT COMPENSATED FOR, THE FIRST SHIFT WORKED MUST BE SHOWN ON THE CARD. CARDS MUST BE SUBMITTED FOR EACH PAY PERIOD AND FORWARDED TO THE BUREAU OF PERSONNEL BY THE END OF EACH PAY PERIOD. ONE CARD MAY BE SUBMITTED FOR SUCCESSIVE WATCHES WORKED UNLESS AN ASSIGNMENT INCLUDES TWO PAY PERIODS, WHEN A SEPARATE CARD MUST BE SUBMITTED FOR EACH PAY PERIOD. NO TEMPORARY APPOINTMENTS SHALL BE MADE TO THOSE POSITIONS DESIGNATED IN SECTION 35.4 OF THE CHARTER, AS THE CHARTER PROVIDES THAT ONE PERSON SHALL BE DESIGNATED TO FILL EACH POSITION.

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

SAN FRANCISCO, CALIFORNIA
THURSDAY, AUGUST 10, 1967

PERMANENT ORDER NO. 9

TEMPORARY ASSIGNMENT TO HICHER RANKS

SECTION 7 OF THE ANNUAL SALARY ORDINANCE FOR THE FISCAL YEAR 1967-1968 READS AS FOLLOWS:

"ASSIGNMENT TO HICHER RANKS: AFTER ONE SHIFT, ALL ASSIGNMENTS OF UNIFORMED MEMBERS OF THE POLICE AND FIRE DEPARTMENTS TO HICHER RANKS SHALL BE BY APPOINTMENT."

"BY APPOINTMENT" MEANS THAT A TEMPORARY APPOINTMENT MUST BE MADE FROM AN ELICIBLE LIST FOR PROMOTION FROM THE NEXT LOWER CIVIL SERVICE RANK AND IF THERE IS NO ELIGIBLE LIST THE SENIOR OFFICER OF THE DEPARTMENT IN THE NEXT LOWER CIVIL SERVICE RANK SHALL BE APPOINTED UNLESS HE WAIVES THE APPOINTMENT.

EXCEPTIONS: THE FOLLOWING EXCEPTIONS TO THIS RULE HAVE BEEN AUTHORIZED BY MR. GEORGE GRUBB, GENERAL MANAGER, PERSONNEL, CIVIL SERVICE COMMISSION:

- A. IN THE ABSENCE OF AN ELICIBLE LIST THE SENIOR MAN IN THE NEXT LOWER CIVIL SERVICE RANK IN THE STATION OR UNIT MAY BE APPOINTED TO A HICHER RANK FOR NOT MORE THAN FIVE (5) DAYS;
- B. IN THE CASE OF SPECIALIZED UNITS IN HEADQUARTERS COMPANY AND THE BUREAU OF INSPECTORS THE SENIOR MAN IN THE NEXT LOWER CIVIL SERVICE RANK IN THE SPECIALIZED UNIT MAY BE APPOINTED TO THE HICHER RANK FOR NOT MORE THAN FIFTEEN (15) WORKING DAYS.

ALL APPOINTMENTS SHALL BE APPROVED BY THE CHIEF OF POLICE. EXCEPT IN CASES OF EMERGENCY, COMPANY COMMANDERS SHALL SUBMIT A WRITTEN REPORT TO THE CHIEF OF POLICE ONE WEEK PRIOR TO THE FIRST DAY ON WHICH THE TEMPORARY ASSIGNMENT WILL BE REQUIRED, GIVING THE NAME AND RANK OF THE MEMBER TO BE RELIEVED, THE REASON THEREFOR, AND THE NAME OF THE MEMBER IN THE NEXT LOWER RANK TO BE ASSIGNED. (THE BUREAU OF PERSONNEL SHALL BE CONTACTED TO DETERMINE IF THERE IS AN ELIGIBLE LIST FROM WHICH TO MAKE THE APPOINTMENT.)

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

SAN FRANCISCO, CALIFORNIA
FRIDAY, SEPTEMBER 15, 1967

PERMANENT ORDER NO. 11

AT A MEETING OF THE POLICE COMMISSION HELD ON
MONDAY, SEPTEMBER 11, 1967, THE FOLLOWING RESOLUTION WAS
ADOPTED:

RESOLUTION NO. 142-67

RULES AND PROCEDURES - AMENDED:

RESOLVED, THAT EFFECTIVE AT 8:00 A.M., MONDAY,
SEPTEMBER 18, 1967, RULE 5.05.4 OF THE RULES AND PROCEDURES
OF THE SAN FRANCISCO POLICE DEPARTMENT IS AMENDED TO READ
AS FOLLOWS:

RULE 5.05.4

MEMBERS ATTENDING COURT IN THE PROSECUTION
OF CRIMINAL CASES DURING THEIR OFF-DUTY
HOURS SHALL BE ALLOWED FOUR (4) HOURS OVER-
TIME FOR EACH DAY'S APPEARANCE; SAID ALLOWANCE
TO INCLUDE MORNING AND/OR AFTERNOON COURT
APPEARANCES AND ALL CONFERENCES IN CONNECTION
WITH THE COURT APPEARANCE.

AYES: COMMISSIONERS LADAR, CLECAK, MAILLIARD

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

SAN FRANCISCO, CALIFORNIA
FRIDAY, AUGUST 11, 1967

PERMANENT ORDER NO. 10

PERMANENT ORDER No. 8, DATED JULY 26, 1967, CONCERNING
"STANDARD PROCEDURES FOR MAJOR INCIDENTS OR CIVIL DISTURB-
ANCES" IS HEREBY AMENDED IN PART AS FOLLOWS:

SUBSECTION IV - PARAGRAPH 21

A MEMBER ORDERED ON STANDBY ALERT SHALL
REMAIN IMMEDIATELY ACCESSIBLE BY TELEPHONE
OR MESSENGER AT HIS ADDRESS OF RECORD.
FOR EACH EIGHT HOURS, OR FRACTION THEREOF,
ON STANDBY HE SHALL BE ENTITLED TO TWO
HOURS OF COMPENSATORY TIME.

THOMAS J. CAHILL
CHIEF OF POLICE

P. O. No. 12 - - - - - PAGE 2 - - - - - NOVEMBER 16, 1967

- 3.413 SHALL CALL THE ATTENTION OF A REGULAR MEMBER TO ALL INCIDENTS REQUIRING POLICE ATTENTION THAT CONFRONT HIM DURING HIS TOUR, EXCEPT THOSE WHICH HE HAS PROPERLY DISPOSED OF THROUGH HIS OWN ACTION.
- 3.415 SHALL DETERMINE A SCHEDULED TOUR OF DUTY APPROVED BY HIS COMMANDING OFFICER DURING WHICH HIS BEAT WILL BE PATROLLED TO AFFORD MAXIMUM PROTECTION FOR HIS CLIENTS, AND SHALL NOT PERMIT HIS BEAT TO REMAIN UNCOVERED DURING THIS PERIOD.
- 3.417 SHALL HAVE AN ASSISTANT PATROL SPECIAL OFFICER, OR A PATROL SPECIAL OFFICER ASSIGNED TO ANOTHER BEAT, WHO IS QUALIFIED TO PERFORM THE DUTY TOUR OF THE OWNER WHEN THE LATTER IS ON HIS WATCH-OFF OR LEAVE OF ABSENCE, AND SHALL ADVISE HIS COMMANDING OFFICER AT LEAST TWENTY-FOUR (24) HOURS PRIOR TO THIS ASSISTANT ASSUMING SUCH DUTY TOUR.
- 3.419 SHALL REPORT ON DUTY IN UNIFORM IN PERSON AT THE DISTRICT STATION TO WHICH HE IS ATTACHED, AND OFF DUTY EITHER IN PERSON OR BY SIGNAL BOX AT THE DISCRETION OF THE COMMANDING OFFICER OF THE STATION.
- 3.421 SHALL PATROL HIS BEAT IN UNIFORM.
- 3.423 SHALL CARRY HIS FIREARM WHILE ON DUTY, AND MAY DO SO AT ANY TIME WITHIN THE CITY AND COUNTY OF SAN FRANCISCO PURSUANT TO THE DIRECTIONS OF THE CHIEF OF POLICE.
- 3.425 SHALL READ THE ORDERS, TELETYPES AND REPORTS MADE AVAILABLE BY THE PLATOON COMMANDER PRIOR TO BEGINNING TOUR.
- 3.427 SHALL BE SUBJECT TO THE ORDERS OF THE SENIOR REGULAR MEMBER PRESENT WHEN INVOLVED IN POLICE DUTY.
- 3.429 SHALL PERFORM DETAILED DUTIES FOR A SUBSCRIBER WHICH ARE UNRELATED TO THE NORMAL POLICE FUNCTION ONLY AFTER THEY HAVE BEEN APPROVED BY HIS COMMANDING OFFICER.
- 3.431 SHALL PARTICIPATE IN TRAINING FUNCTIONS ORDERED BY THE CHIEF OF POLICE.
- 3.433 SHALL PERFORM ALL THE DUTIES OF HIS FUNCTION IN A MANNER PRESCRIBED BY LAW.
- 3.435 SHALL BE SUBJECT TO THE FOLLOWING RULES, WHERE THEIR PROVISIONS ARE NOT IN CONFLICT WITH THOSE SPECIFICALLY DIRECTED TO THE PATROL SPECIAL OFFICER:

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

SAN FRANCISCO, CALIFORNIA
THURSDAY, NOVEMBER 16, 1967

PERMANENT ORDER NO. 12

AT A MEETING OF THE POLICE COMMISSION HELD ON
MONDAY, NOVEMBER 13, 1967, THE FOLLOWING RESOLUTION WAS
ADOPTED:

RESOLUTION NO. 191-67

RULES AND PROCEDURES OF THE SAN FRANCISCO POLICE DEPARTMENT -
AMENDED.

RESOLVED, THAT EFFECTIVE AT 8:00 A.M., TUESDAY,
NOVEMBER 14, 1967, THE RULES AND PROCEDURES OF THE SAN
FRANCISCO POLICE DEPARTMENT ARE AMENDED CHANGING THE RULE
NUMBERS OF THE FOLLOWING:

PATROL SPECIAL OFFICERS

- 3.343 RULE-NUMBER CHANGED TO 3.401

3.345 RULE NUMBER CHANGED TO 3.403

AND BE IT FURTHER

RESOLVED, THAT THE RULES AND PROCEDURES OF THE SAN
FRANCISCO POLICE DEPARTMENT BE, AND THEY ARE HEREBY AMENDED
BY ADDING THE FOLLOWING NEW RULES:

PATROL SPECIAL OFFICERS

3.405 SHALL AT ALL TIMES PRESERVE THE PEACE, PREVENT
CRIME, DETECT AND ARREST OFFENDERS AND ENFORCE ALL
CRIMINAL LAWS AND PENAL ORDINANCES.

3.407 SHALL OBSERVE THE TERMS OF HIS CONTRACTUAL RELATION-
SHIP WITH THE PERSON WHO SUBSCRIBES TO HIS SERVICES.
HE SHALL ASSUME AN OBLIGATION TO ENFORCE THE LAW,
PRESERVE THE PEACE, AND PROTECT LIFE AND PROPERTY
IN ALL CASES INVOLVING THE DIRECT AND IMMEDIATE
INTEREST OF THE PERSON OR PERSONS WHO SOLICIT HIS
SERVICES FOR A CONSIDERATION.

3.409 SHALL SUBMIT A REPORT TO HIS COMMANDING OFFICER ON
OR BEFORE JANUARY 1 AND JULY 1 OF EACH YEAR LISTING
HIS CLIENTS.

3.411 SHALL SUMMON A REGULAR MEMBER, OR MAKE COURTEOUS
AND PROPER REFERRAL, WHENEVER A PERSON ASKS HIM TO
ACCEPT A REPORT OF A POLICE INCIDENT.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

SAN FRANCISCO, CALIFORNIA
FRIDAY, NOVEMBER 17, 1967

PERMANENT ORDER NO. 13

AT A MEETING OF THE POLICE COMMISSION HELD ON
MONDAY, NOVEMBER 13, 1967, THE FOLLOWING RESOLUTION WAS
ADOPTED:

RESOLUTION NO. 192-67

RULES AND REGULATIONS FOR THE CONTROL OF THE SAN FRANCISCO
POLICE AUXILIARY RESERVE - AMENDED.

RESOLVED, THAT EFFECTIVE AT 8:00 A.M., TUESDAY,
NOVEMBER 14, 1967, RULE 1 (C) OF THE RULES AND REGULATIONS
FOR THE CONTROL OF THE SAN FRANCISCO POLICE AUXILIARY
RESERVE IS AMENDED TO READ AS FOLLOWS:

ELIGIBILITY

- C. A MALE RESIDING WITHIN A DISTANCE OF THIRTY
(30) AIR MILES FROM THE CITY HALL OF THE CITY
AND COUNTY OF SAN FRANCISCO OVER TWENTY-ONE
(21) YEARS OF AGE AND NOT IMMEDIATELY SUBJECT
TO SERVICE WITH THE ARMED FORCES.

AYES: COMMISSIONERS MAILLIARD, LADAR, CLECAK.

THOMAS J. CAHILL
CHIEF OF POLICE

P.O. 21970

P. O. No. 12 PAGE 3 NOVEMBER 16, 1967

1.03.2	2.141	7.13	9.187	12.29
1.05.6A	2.143	7.15	9.189	12.31
2.01	2.145	7.17	9.191	12.33
2.13	2.147	7.19	9.193	12.35
2.15	2.151	7.21	9.195	12.37
2.21	2.153	7.23	9.197	12.75
2.23	2.155	7.25	9.199	12.77
2.25	2.157	7.27	9.201	12.79
2.31	2.159	7.29	9.203	12.83
2.33	2.161	7.223	10.01	12.89
2.35	2.163	7.297	10.03	
2.39	2.165	9.27	10.05	
2.41	2.167	9.29	10.07	
2.43	2.169	9.31	10.09	
2.45	2.171	9.35	10.11	
2.49	2.173	9.39	10.15	
2.67	2.175	9.41	11.13	
2.73	2.177	9.43	11.15	
2.79	2.179	9.45	11.17	
2.80	2.181	9.47	11.19	
2.81	2.183	9.49	11.21	
2.83	2.185	9.51	11.23	
2.85	2.187	9.53	11.25	
2.87	3.343	9.55	11.29	
2.89	5.51	9.63	11.31	
2.91	5.53	9.65	11.33	
2.93	5.55	9.67	11.37	
2.95	5.63	9.69	11.45	
2.97	5.65	9.71	11.51	
2.99	5.67	9.73	11.57	
2.101	5.119	9.75	11.63	
2.105	5.121	9.77	12.00	
2.111	5.123	9.79	12.01	
2.115	5.125	9.83	12.03	
2.117	5.127	9.89	12.05	
2.119	5.139	9.91	12.07	
2.121	5.141	9.93	12.09	
2.123	5.143	9.95	12.11	
2.125	5.145	9.97	12.13	
2.129	5.147	9.99	12.17	
2.131	5.149	9.101	12.19	
2.133	7.01	9.179	12.21	
2.135	7.03	9.181	12.23	
2.137	7.05	9.183	12.25	
2.139	7.07	9.185	12.27	
	7.09			

AYES: COMMISSIONERS MAILLIARD, LADAR, CLECAK.

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

279

San Francisco, California
Wednesday, March 13, 1968

PERMANENT ORDER NO. 1

At a meeting of the Police Commission held on Monday, March 11, 1968, the following resolution was adopted:

RESOLUTION NO. 48-68

REVISIONS TO THE RULES AND PROCEEDURES OF THE SAN FRANCISCO POLICE DEPARTMENT.

RESOLVED, that the following changes are hereby made in the Rules and Procedures of the San Francisco Police Department; said changes to be effective at 8:00 A.M., March 12, 1968:

PRESENT RULE NUMBERS

NEW RULE NUMBERS

2.257	Amended	
3.103	Last sentence no longer necessary.	
5.15.2	Add 2nd sentence: After 15 years continuous service, twenty working days.	
5.77	Add: the Lieutenant shall be rated by the Captain.	
6.01)		
6.03)		
6.05)	Amended	
6.07)		
6.09	to 6.13	DELETED
6.15	Renumbered	6.09
6.17	Renumbered	6.11
6.19	to 6.87	DELETED
6.89	Renumbered	6.13
6.91	Renumbered	6.15
6.93	Renumbered	6.17
6.95	Renumbered	6.19
6.97	Renumbered	6.21
6.99	Renumbered	6.23
6.101	Renumbered	6.25
6.103	Renumbered	6.27
6.105	Renumbered	6.29
6.107	Renumbered	6.31
6.109	Renumbered	6.33
6.111	Renumbered	6.35

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

SAN FRANCISCO, CALIFORNIA
WEDNESDAY, DECEMBER 13, 1967

PERMANENT ORDER NO. 14

PROCEDURE FOR DISPOSITION OF JUVENILES IDENTIFIED AS MISSING PERSONS, OR RUNAWAYS, OR LIVING AWAY FROM HOME WITHOUT PROPER SUPERVISION

1. PERMANENT ORDER No. 5 OF JUNE 15, 1967, SETTING UP THE PROCEDURE FOR THE DISPOSITION OF JUVENILES IDENTIFIED AS MISSING PERSONS, OR RUNAWAYS, OR LIVING AWAY FROM HOME WITHOUT PROPER SUPERVISION IS HEREBY AMENDED BY DELETING THEREFROM PARAGRAPH 1.E., WHICH READS AS FOLLOWS:

1.E. PROCESSING OF JUVENILE

A JUVENILE BOOKED UNDER ANY OF THE PREVIOUSLY DESCRIBED SITUATIONS SHALL BE PROCESSED AT THE JUVENILE BUREAU PRIOR TO BEING TAKEN TO THE YOUTH GUIDANCE CENTER.

THOMAS J. CAHILL
CHIEF OF POLICE

MARCH 13, 1968

PRESENT RULE NUMBERSNEW RULE NUMBERS

6.365	Renumbered	-	6.101
6.367	Renumbered	-	6.103
6.369	Renumbered	-	6.105
6.371	Renumbered	-	6.107
6.373	Renumbered	-	6.109
6.375	Renumbered	-	6.111
6.377	to 6.533	DELETED	
6.535	Renumbered	-	6.201
6.537	Renumbered	-	6.203
6.539	Renumbered	-	6.205
6.541	Renumbered	-	6.251
6.543	Renumbered	-	6.253
6.545	Renumbered	-	6.255
6.547	Renumbered	-	6.257
6.549	Renumbered	-	6.259
6.551	Renumbered	-	6.261
6.553	DELETED		
6.555	Renumbered	-	6.263
6.557	Renumbered	-	6.301
6.559	Renumbered	-	6.303
6.561	Renumbered	-	6.305
6.563	Renumbered	-	6.307
6.565	Renumbered	-	6.309
6.567	Renumbered	-	6.311
6.569	Renumbered	-	6.313
6.571	Renumbered	-	6.315
6.573	Renumbered	-	6.317
6.575	Renumbered	-	6.319
7.05	Word <u>combination</u> deleted Such cuffs no longer made.		
7.19	DELETED and idea combined with 7.23		
7.23	Re-written to cover uniform and equipment and location of speci- fications adopted by Commission.		
7.31	to 7.305	DELETED	

PRESENT RULE NUMBERSNEW RULE NUMBERS

6.113	Renumbered	-	6.37
6.115	Renumbered	-	6.39
6.117	Renumbered	-	6.41
6.119	DELETED		
6.121	Renumbered	-	6.43
6.123	Renumbered	-	6.45
6.125	Renumbered	-	6.47
6.127	Renumbered	-	6.49
6.129 to 6.233	DELETED		
6.235	Renumbered	-	6.51
6.237	Renumbered	-	6.53
6.239	Renumbered	-	6.55
6.241	Renumbered	-	6.57
6.243	Renumbered	-	6.59
6.245	Renumbered	-	6.61
6.247	Renumbered	-	6.63
6.249	Renumbered	-	6.65
2.251	Renumbered	-	6.67
6.253	Renumbered	-	6.69
6.255 to 6.261	DELETED		
6.263	Renumbered	-	6.71
6.265	Renumbered	-	6.73
6.267	Renumbered	-	6.75
6.271	Renumbered	-	6.77
6.273	Renumbered	-	6.79
6.275	Renumbered	-	6.81
6.277 to 6.353	DELETED		
6.355	Renumbered	-	6.91
	<u>NEW RULE ADDED</u>	-	6.93
6.357	Renumbered	-	6.95
6.359	DELETED		
6.361	Renumbered	-	6.97
6.363	Renumbered	-	6.99

P.O. NO. 1

PAGE 5

MARCH 13, 1968

PRESENT RULE NUMBERSNEW RULE NUMBERS

13.73 Renumbered -

13.35

13.75 Word "children" deleted.
Not necessary and mis-
leading.13.83 Last sentence deleted as
not practical in this
building.

13.95 DELETED

AYES: COMMISSIONERS GARNER, MAILLIARD.

ABSENT: COMMISSIONER FERRARI

Sufficient copies of the Rule Book have been reprinted that each member may be issued a personal copy. Members, upon receiving a copy, shall place same in their present rule book covers with index (revised index will be forwarded in the future). Old Rule Books, with the exception of the index, may be disposed of or destroyed.

Company Commanders and Heads of Units or Bureaus shall make arrangements to pick up sufficient copies for their command from the Planning and Research Bureau on Thursday, March 14, 1968.

Each Unit Head shall supply an intradepartmental memorandum indicating the number of persons who are actually working in their units.

Each station will be supplied copies for the Business Office, Lieutenant's Office and the Captain's Office in addition to personal copies issued.

Company Commanders, Bureau and Unit Heads shall provide watch reports whereon each member receiving a copy of the Rules shall sign opposite his name as having received same, indicating the number of the book received. Completed watch reports shall be forwarded to the Planning and Research Bureau. Distribution shall be completed and watch reports forwarded on or before Monday, April 1, 1968.

THOMAS J. CAHILL
CHIEF OF POLICE

PRESENT RULE NUMBERS

NEW RULE NUMBERS

- 8.127 "Or Greater" added after second alarms as sometimes second alarm is skipped on rapid expanding fires.
- 9.105.3 Readjusted in keeping with present procedure. Term "operator's license" no longer used. Physical description unnecessary and a waste of air time. Details can be obtained by land wire.
- 9.175 to 9.177 DELETED
- 10.11 Words "or greater" added after second alarm.
- 11.11 Headings changed for clarity. No change in content.
- 11.17 Notice to appear form number changed to 2.4.3. Copy #3 now given to person cited.
- 11.17.1 Friday has been added to days for court appearance.
- 11.17.2 Allow "at least" rather than approximately 5 days.
- 11.27 AMENDED
- 11.59) Offense report changed to read
11.67.2) Incident Report, the term now
11.67.4) being used on Reports.
- 12.00.1 "A Member" added to this section for clarity.
- 12.23 DELETED
- 12.93.1 Changed at request of Juvenila Bureau as proper procedure.
- 12.93.2 Changed at request of Juvenila Bureau as proper procedure.
- 12.107 Proper Room number 2D1
- 12.113 2nd sentence regarding military personnel, DELETED, consistent with court decisions relating to this section.
- 13.57 DELETED
- 13.61 Renumbered
- 13.69 Amended

12.94

NEW RULE ADDED

13.33

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

SAN FRANCISCO, CALIFORNIA
THURSDAY, JUNE 6, 1968

PERMANENT ORDER NO. 3

AT A MEETING OF THE POLICE COMMISSION HELD ON MONDAY,
MAY 27, 1968, THE FOLLOWING RESOLUTION WAS ADOPTED:

RESOLUTION NO. 119-68

UNIFORM SPECIFICATIONS AMENDED - MEMBERS ASSIGNED TO
HELICOPTER DUTY.

RESOLVED, THAT THE UNIFORM SPECIFICATIONS OF THE
SAN FRANCISCO POLICE DEPARTMENT BE, AND THE SAME ARE HEREBY
AMENDED TO ADD THE FOLLOWING RULES PERTAINING TO MEMBERS
ASSIGNED TO HELICOPTER DUTY:

LEATHER JACKET: MEMBERS ASSIGNED TO HELICOPTER
DUTY SHALL BE PERMITTED TO WEAR
A LEATHER JACKET OF THE SAME TYPE
AS WORN BY MEMBERS ASSIGNED TO
DUTY WITH THE MOUNTED UNIT, DOG
PATROL UNIT, MOTORCYCLE DETAIL,
ACCIDENT INVESTIGATION DETAIL,
AND RADIO CAR PATROL DETAIL IN
DISTRICT STATIONS.

THE LEATHER JACKET SHALL NOT BE
WORN WHILE IN ATTENDANCE AT PUBLIC
FUNCTIONS.

SHOULDER PATCH: MEMBERS ASSIGNED TO HELICOPTER
DUTY SHALL WEAR A COMPOSITE
SHOULDER PATCH OF THE TYPE ON
FILE WITH THE POLICE COMMISSION
OFFICE.

AYES: COMMISSIONERS FERRARI, GARNER, MAILLIARD.

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

SAN FRANCISCO, CALIFORNIA
FRIDAY, MAY 24, 1968

PERMANENT ORDER NO. 2

RADIO CODE 10-25

REFERRING TO PERMANENT ORDER NO. 1, DATED APRIL 17, 1961,
ESTABLISHING THE OFFICIAL RADIO COMMUNICATIONS CODE, THE
FOLLOWING ADDITION SHALL BE MADE TO THE OPERATIONAL CODES
INDICATED IN PARAGRAPH 6:

OPERATIONAL CODE 10-25 RESPOND AS BACK-UP.

(THIS NEW RADIO CODE SHALL BE UTILIZED TO ASSIGN ADDITIONAL
BACK-UP ASSISTANCE TO A REQUESTING UNIT. IT INDICATES THAT
RESPONDING UNITS SHOULD PROCEED TO THE INDICATED LOCATION
AND REMAIN IN CLOSE PROXIMITY UNLESS CONDITIONS VISIBLY
REQUIRE THEIR INTERVENTION OR UNLESS THE ORIGINAL REQUESTING
UNIT SIGNALS THEM TO INTERVENE. IN THE ABSENCE OF SUCH
CONDITIONS, RESPONDING UNITS ARE NOT TO DISMOUNT FROM
VEHICLES OR PHYSICALLY INTERVENE.)

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

SAN FRANCISCO, CALIFORNIA
WEDNESDAY, JULY 17, 1968

PERMANENT ORDER NO. 5

AT A MEETING OF THE POLICE COMMISSION HELD ON MONDAY,
JULY 15, 1968, THE FOLLOWING RESOLUTION WAS ADOPTED:

RESOLUTION NO. 160-68

RULES AND PROCEDURES - AMENDED.

RESOLVED, THAT EFFECTIVE AT 8:00 A.M.,
TUESDAY, JULY 16, 1968, RULE 5.05.4 OF THE RULES AND PROCE-
DURES OF THE SAN FRANCISCO POLICE DEPARTMENT IS AMENDED TO
READ AS FOLLOWS:

RULE 5.05.4 MEMBERS ATTENDING COURT IN THE PROSECUTION OF
CRIMINAL CASES DURING THEIR OFF-DUTY HOURS
SHALL BE ALLOWED NOT MORE THAN FOUR (4) HOURS
OVERTIME FOR EACH DAY'S APPEARANCE; SAID
ALLOWANCE TO INCLUDE MORNING AND/OR AFTERNOON
COURT APPEARANCES AND ALL CONFERENCES IN
CONNECTION WITH THE COURT APPEARANCE.

AMENDED PORTION UNDERLINED.

AYES: COMMISSIONERS CARNER, MAILLIARD.

ABSENT: COMMISSIONER FERRARI.

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

SAN FRANCISCO, CALIFORNIA
TUESDAY, JULY 16, 1968

PERMANENT ORDER NO. 4

CHANGE IN BOOKING PROCEDURE

EFFECTIVE THIS DATE, MEMBERS OF THIS DEPARTMENT WHEN BOOKING PERSONS ORIGINALLY CHARGED WITH A FELONY WILL DISCONTINUE USING THE WORDS "SUSPICION OF" IN CONJUNCTION WITH THE ACTUAL BOOKING SECTION. IN LIEU OF THE WORDS "SUSPICION OF" MEMBERS SHALL USE THE NOTATION "NO/WT", FOLLOWED BY THE ACTUAL BOOKING SECTION.* THE NOTATION "NO/WT" WILL STAND FOR "NO WARRANT".

* EXAMPLE: IN A CASE WHERE A SUSPECT IS BEING BOOKED ON A CHARGE OF BURGLARY, THE BOOKING SHALL READ:

CHC: NO/WT - 459 PC

THIS ORDER AMENDS PROVISIONS OF GENERAL ORDER NO. 75 OF JUNE 8, 1944, WHICH RELATES TO UTILIZATION OF THE WORDS "SUSPICION OF" IN CONJUNCTION WITH FELONY ARRESTS, AND IN THOSE INSTANCES WHERE THE WORDS "SUSPICION OF" APPEAR IN SAID C.O. #75, THE NOTATION "NO/WT", FOLLOWED BY THE ACTUAL CHARGE, SHALL BE SUBSTITUTED THEREFOR.

THOMAS J. CAHILL
CHIEF OF POLICE

P. O. No. 4
7-16-68

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

SAN FRANCISCO, CALIFORNIA
FRIDAY, NOVEMBER 1, 1968

PERMANENT ORDER NO. 7

AT A MEETING OF THE POLICE COMMISSION HELD ON MONDAY, . . .
OCTOBER 28, 1968, THE FOLLOWING RESOLUTION WAS ADOPTED:

RESOLUTION NO. 262-68

RULES AND PROCEDURES OF THE SAN FRANCISCO POLICE DEPARTMENT -
AMENDED.

RESOLVED, THAT THE RULES AND PROCEDURES OF THE
SAN FRANCISCO POLICE DEPARTMENT BE AND THE SAME ARE HEREBY
AMENDED BY ADDING THE FOLLOWING RULES:

UNIFORM SPECIFICATIONS

CADETS

SHIRT

- 7.262 CAN'T BUST EM, GOLD LABEL, SHIRT NO. 970, SAND COLOR,
KORATRON. SLEEVES WILL BE CUT OFF TO 9-1/4 INCH,
WHICH WILL INCLUDE A 1/2 INCH SEAM. SHIRT WILL BE
TAILORED TO BE FORM FITTING.

TROUSERS

- 7.262A CAN'T BUST EM, GOLD LABEL, TROUSER NO. 570, SAND
COLOR, KORATRON. NO CUFFS ON TROUSERS.

TIE

- 7.262B BLACK FOUR-IN-HAND, BREAK AWAY.

SHOES

- 7.262C BLACK, PLAIN TOE.

SOCKS

- 7.262D BLACK.

BELT

- 7.262E BLACK LEATHER.

EMBLEM

- 7.262F SHALL BE PLACED OVER THE LEFT SHIRT POCKET. EMBLEM
SHALL BE IN THE SHAPE OF A SHIELD, SIZE 3-1/2 INCHES
LONG BY 2-3/4 INCHES WIDE. COMPOSITE SHIELD OF THE
TYPE TO BE WORN ON FILE WITH THE POLICE COMMISSION
OFFICE.

AYES: COMMISSIONERS FERRARI, MAILLIARD.

ABSENT: COMMISSIONER GARNER.

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

SAN FRANCISCO, CALIFORNIA
FRIDAY, OCTOBER 4, 1968

PERMANENT ORDER NO. 6

CHANGE IN REPORTING PROCEDURE TO IDENTIFY PARTICULAR
OFFICER INVOLVED IN EACH PARTICULAR OF ARREST

TO INSTITUTE A NEW SYSTEM IN THE MANNER OF SUBPOENAING POLICE OFFICERS FOR MUNICIPAL COURT JURY TRIALS, THE FOLLOWING PROCEDURE IS BEING INSTITUTED TO REDUCE THE INCONVENIENCE OF HAVING NUMBERS OF POLICE OFFICERS PRESENT IN COURT ON TRIAL DAYS. FROM EXPERIENCE IT HAS BEEN DEMONSTRATED THAT A GREAT NUMBER OF THESE CASES ARE DISPOSED OF WITHOUT TRIAL, AND THE OFFICERS ARE THEN EXCUSED WITHOUT HAVING TO TESTIFY. IN ORDER TO SAVE THE TIME OF OFFICERS IN SUCH CASES, IN THE FUTURE ONLY ONE OFFICER WILL BE SUBPOENAED TO APPEAR. THIS WOULD BE THE OFFICER WHO WOULD POSSESS THE GREATER KNOWLEDGE OF THE CASE.

THE REPORTING OFFICER WILL HAVE TO BE MORE ACCURATE IN HIS REPORTING AS TO WHICH PARTICULAR OFFICER WAS INVOLVED IN EACH PARTICULAR OF THE ARREST. ALTHOUGH PREVIOUS ORDERS HAVE BEEN ISSUED, THE MAJORITY OF REPORTS HAVE BEEN VAGUE IN THIS RESPECT AND USUALLY REFER TO THE ACT OF ONE AS THE ACT OF ALL BY USING SUCH TERMS AS "RESPONDING OFFICERS," AND AT THE BOTTOM OF THE REPORTS THERE APPEAR A NUMBER OF NAMES AS THE INVESTIGATING OFFICERS.

THIS METHOD OF REPORTING DOES NOT HELP IN DETERMINING WHAT PARTICULAR OFFICER IS NEEDED FOR TRIAL, AND HAS RESULTED IN ALL BEING SUBPOENAED INTO COURT. EFFECTIVE IMMEDIATELY, THE REPORTING OFFICER SHALL IDENTIFY IN HIS REPORT WHAT EACH INDIVIDUAL OFFICER DID IN EFFECTING THE ARREST, AND IF IN FACT THERE IS MORE THAN ONE OFFICER INVOLVED IN ANY PARTICULAR FACET OF THE CASE, THIS ALSO SHOULD BE CLEARLY SET FORTH.

IT SHALL BE THE RESPONSIBILITY OF THE OFFICER "RECEIVING" THE REPORT TO REQUIRE COMPLIANCE WITH THE PROVISIONS OF THIS ORDER. ANY STATEMENTS MADE BY THE DEFENDANT SHOULD BE REPORTED ACCURATELY AND IN DETAIL, AND THE REPORT SHALL INCLUDE INFORMATION AS TO THE OFFICER OR OFFICERS TO WHOM THESE STATEMENTS WERE MADE.

OFFICERS APPEARING TO TESTIFY AS WITNESSES ARE TO BE NEAT APPEARING AND CONSERVATIVELY DRESSED, INCLUDING SHIRT AND TIE.

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

SAN FRANCISCO, CALIFORNIA
MONDAY, NOVEMBER 25, 1968

PERMANENT ORDER NO. 9

AT A MEETING OF THE POLICE COMMISSION HELD ON MONDAY,
NOVEMBER 18, 1968, THE FOLLOWING RESOLUTION WAS ADOPTED:

RESOLUTION NO. 275-68

UNIFORM AND EQUIPMENT SPECIFICATIONS OF THE SAN FRANCISCO
POLICE DEPARTMENT - AMENDED.

RESOLVED, THAT THE UNIFORM AND EQUIPMENT SPECI-
FICATIONS OF THE SAN FRANCISCO POLICE DEPARTMENT BE AND
THE SAME ARE HEREBY AMENDED AS PER ATTACHED.

AYES: COMMISSIONERS CARNER, MAILLIARD.

- - ABSENT: COMMISSIONER FERRARI.

THOMAS J. CAHILL
CHIEF OF POLICE

P. O. No. 9
11-25-68

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

SAN FRANCISCO, CALIFORNIA
FRIDAY, NOVEMBER 1, 1968

PERMANENT ORDER NO. 8

AT A MEETING OF THE POLICE COMMISSION HELD ON MONDAY,
OCTOBER 28, 1968, THE FOLLOWING RESOLUTION WAS ADOPTED:

RESOLUTION NO. 263-68

RULES AND PROCEDURES OF THE SAN FRANCISCO POLICE DEPARTMENT.
AMENDED.

RESOLVED, THAT THE RULES AND PROCEDURES OF THE
SAN FRANCISCO POLICE DEPARTMENT BE, AND THE SAME ARE HEREBY
AMENDED BY ADDING THE FOLLOWING RULE:

PROPERTY CLERK

3.196

SHALL, WHEN PROPERTY IN HIS CUSTODY HAS BEEN
TAKEN AND HELD BY A COURT AS EVIDENCE, INSTRUCT
THE MEMBER WHO HAS RECEIVED SAME FROM HIS OFFICE
THAT HE IS RESPONSIBLE FOR THE RETURN OF THE
PROPERTY AFTER IT HAS SERVED ITS PURPOSE. IF
FOR ANY REASON THE RETURN OF THE PROPERTY CANNOT
BE ACCOMPLISHED, SAID MEMBER SHALL SUBMIT A
REPORT GIVING THE NAME OF THE COURT CLERK HAVING
CUSTODY OF SAME AND THE REASON FOR IT NOT BEING
RETURNED. SAID REPORT SHALL BE FORWARDED TO THE
PROPERTY CLERK AND MADE A PART OF HIS OFFICIAL
RECORDS.

AYES: COMMISSIONER FERRARI, MAILLIARD.

ABSENT: COMMISSIONER CARNER.

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

SAN FRANCISCO, CALIFORNIA
 MONDAY, DECEMBER 9, 1968

PERMANENT ORDER NO. 11

AT A MEETING OF THE POLICE COMMISSION HELD ON MONDAY,
 NOVEMBER 25, 1968, THE FOLLOWING RESOLUTION WAS ADOPTED:

RESOLUTION NO. 287-68

RULES AND PROCEDURES OF THE SAN FRANCISCO POLICE
DEPARTMENT - AMENDED.

RESOLVED, THAT THE RULES AND PROCEDURES OF
 THE SAN FRANCISCO POLICE DEPARTMENT BE AND THE SAME
 ARE HEREBY AMENDED BY ADDING THE FOLLOWING RULE:

- 2.38 A MEMBER SHALL BE CLEAN SHAVEN WITH
 HAIR AND SIDEBURNS NEATLY TRIMMED
 WHEN REPORTING FOR DUTY, EXCEPT
 THAT A SMALL NEATLY TRIMMED MOUSTACHE
 WILL BE PERMITTED.

AYES: COMMISSIONERS GARNER, FERRARI,
 MAILLIARD.

THOMAS J. CAHILL
 CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

SAN FRANCISCO, CALIFORNIA
WEDNESDAY, NOVEMBER 27, 1968

PERMANENT ORDER NO. 10

AT A MEETING OF THE POLICE COMMISSION HELD ON MONDAY,
NOVEMBER 25, 1968, THE FOLLOWING RESOLUTION WAS ADOPTED:

RESOLUTION NO. 289-68

UNIFORM AND EQUIPMENT SPECIFICATIONS OF THE SAN FRANCISCO
POLICE DEPARTMENT - CADET UNIFORMS - AMENDED.

RESOLVED, THAT THE UNIFORM AND EQUIPMENT
SPECIFICATIONS OF THE SAN FRANCISCO POLICE DEPARTMENT,
CADET UNIFORMS, BE AND THE SAME ARE HEREBY AMENDED AS
PER ATTACHED.

AYES: COMMISSIONERS CARNER, FERRARI, MAILLIARD.

THOMAS J. CAHILL
CHIEF OF POLICE

P. O. No. 10
11-27-68

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Friday, January 3, 1969

PERMANENT ORDER NO. 1

At a meeting of the Police Commission held on Monday, December 30, 1968, the following resolution was adopted:

RESOLUTION NO. 320-68

RULES AND PROCEDURES OF THE SAN FRANCISCO POLICE
DEPARTMENT - AMENDED

WHEREAS, pursuant to an ordinance approved by the Board of Supervisors and effective January 1, 1969, city employees are authorized to take their annual vacations on an intermittent daily basis provided they take at least one (1) full week of vacation at one time annually; and

WHEREAS, effective January 1, 1969, and pursuant to approval by the Board of Supervisors of an amendment to the Sick Leave Rule by the Civil Service Commission, sick leave for members of the Police Department will be changed from two (2) calendar weeks per year to twelve (12) working days per year; therefore be it

RESOLVED, that the Rules and Procedures of the San Francisco Police Department be, and the same are hereby amended by adding the following:

ANNUAL LEAVE

5.15.2.1 Vacation periods may be taken on an intermittent daily basis; provided, however, that any employee who is entitled to a vacation allowance of five (5) or more working days shall take at least five (5) days of his vacation at one time annually.

and be it further

RESOLVED, that the Rules and Procedures of the San Francisco Police Department be, and the same are hereby amended as follows:

ANNUAL LEAVE

5.15.3. C. Time so carried over to be accumulated and used in compliance with the provisions of Rule 5.15.2.1.

SICK LEAVE

5.29.2 Absence necessitated by death of mother, mother-in-law, father, father-in-law, husband, wife, child, brother or sister, and any person related by family ties who is permanently residing in the household of the employee; provided that in such case the leave shall not extend beyond the date of the burial of the deceased person, or shall not extend beyond the third day after the death of such person, whichever is the earlier; provided further, that if burial is outside of the State of California, one (1) additional day shall be granted.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

SAN FRANCISCO, CALIFORNIA
MONDAY, DECEMBER 9, 1968

PERMANENT ORDER NO. 12

AT A MEETING OF THE POLICE COMMISSION HELD ON MONDAY,
NOVEMBER 25, 1968, THE FOLLOWING RESOLUTION WAS ADOPTED:

RESOLUTION NO. 288-68

UNIFORM AND EQUIPMENT SPECIFICATIONS OF THE SAN
FRANCISCO POLICE DEPARTMENT RE PATROL SPECIAL POLICE
OFFICERS' UNIFORMS - AMENDED.

RESOLVED, THAT THE UNIFORM AND EQUIPMENT
SPECIFICATIONS OF THE SAN FRANCISCO POLICE DEPARTMENT
RE PATROL SPECIAL POLICE OFFICERS' UNIFORMS BE AND THE
SAME ARE HEREBY AMENDED BY ADDING THE FOLLOWING:

LEATHER JACKETS

PATROL SPECIAL POLICE OFFICERS SHALL BE
PERMITTED WHILE ON DUTY TO WEAR A LEATHER
JACKET OF THE TYPE APPROVED BY THE CHIEF
OF POLICE, TO BE BLACK IN COLOR, AND OF
THE STYLE WORN BY MEMBERS ASSIGNED TO
DUTY WITH THE MOUNTED UNIT, DOG PATROL
UNIT, MOTORCYCLE DETAIL, ACCIDENT INVESTI-
GATION BUREAU, RADIO CAR PATROL DETAIL IN
DISTRICT STATIONS AND HELICOPTER DUTY.

AYES: COMMISSIONERS CARNER, FERRARI,
MAILLIARD.

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Thursday, April 3, 1969

PERMANENT ORDER NO. 2

At a meeting of the Police Commission held on Tuesday, April 1, 1969, the following resolution was adopted:

RESOLUTION NO. 83-69

RULES AND PROCEDURES OF THE SAN FRANCISCO POLICE
DEPARTMENT - AMENDED

RESOLVED, that effective at 8:00 a.m., Tuesday, April 1, 1969, the Rules and Procedures of the San Francisco Police Department be, and the same are hereby amended to read as follows:

COMMANDING OFFICER OF THE
JUVENILE BUREAU

DELETE - ~~3.327~~

Shall be responsible for the regulation of theatres, vaudeville house, dance halls and places of amusement so that influences contributory to juvenile delinquency may be removed or prevented.

DELETE - ~~3.329~~

Shall have the responsibility for the suppression of pornographic literature and lewd shows.

DIRECTOR, BUREAU OF SPECIAL SERVICES

ADD - ~~3.310~~

Shall have the responsibility for the suppression of pornography and lewd presentations of whatever nature.

AYES: Commissioners Garner, Miller, Ferrari

THOMAS J. CAHILL
CHIEF OF POLICE

P. O. No. 1

Page 2

January 3, 1969

SICK LEAVE (Continued)

5.31

Members of the department under permanent appointment who have regularly occupied their position for at least six (6) months shall be entitled to sick leave with full pay at the rate of twelve (12) working days for each year of service, or when less than a full year of service is involved, on a pro rata basis for each month of service; provided that sick leave necessitated because of absence as defined in Rules 5.29.1, 5.29.2 and 5.29.3 may be granted without the necessity of occupying a position for any period of time and may be granted for the periods as indicated.

5.33

Members who have occupied their positions under temporary appointment continuously for at least one year and who thereafter are absent because of illness or injury as defined in Sections 1 and 2 of Rule 32 of the Civil Service Commission Rules, shall be entitled to sick leave with full pay during the occupancy of such positions, which shall be calculated on the basis of number of hours worked multiplied by the factor .0384.

5.35

Sick leave with pay, when not used, shall be cumulative, but the accumulated, unused period of sick leave shall not exceed the equivalent of six (6) months, regardless of length of service.

5.41

Members shall be entitled to an accumulation of twelve (12) working days sick leave with pay for each year of service in addition to sick leave necessitated because of absence due to quarantine or death of relatives until the maximum of six (6) months accumulation has been reached at which time deduction shall be made from accumulated sick leave credits of any absence due to quarantine or death of relatives, provided that when said maximum accumulation of six (6) months has been reached, and thereafter part of said maximum may again be replenished at the rate of twelve (12) working days for each subsequent year of service. Sick leave with pay allowed since the present Charter became effective on January 8, 1932, shall be deducted from the above-mentioned accumulations.

-AYES: Commissioners Ferreri, Gerner, Mailliard.

THOMAS J. CAHILL
CHIEF OF POLICE

P. O. No. 1

1-3-69

PAGE TWO (of 2)

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Friday, May 2, 1969

PERMANENT ORDER NO. 4

SICK LEAVE

1. Quoted below is Letter Opinion No. 69-35, dated March 26, 1969, addressed to the Civil Service Commission by the City Attorney and covering the question of Sick Leave for members of the Police Department:

OFFICE OF THE CITY ATTORNEY
CITY HALL, SAN FRANCISCO

Gentlemen:

This refers to your request for an opinion as follows:

"Rule 32 - 'Sick Leave With Pay' of the Civil Service Commission was revised, effective January 1, 1969. The prior rule, Section 4, provided that employees were ' . . . entitled to an accumulation of two weeks sick leave with pay for each year of service . . . ' not to exceed the six month charter limitation. Under the current revised rule (Section 3.1), the provision is ' . . . permanent employees shall be credited with earning 12 working days of paid sick leave per completed year of paid service.'

"Under the former rule, the uniformed members of the police force, as a matter of long standing practice, were recorded for sick leave purposes on a calendar week basis. They were credited with earning 14 calendar days a year, and when sick leave was used, they were charged on the basis of 14 calendar days per year. Under this method, 182 calendar days were equivalent to the maximum accumulation of six calendar months.

"With the adoption of the revised Rule 32, and the provision above quoted, the uniformed members of the Police Department are credited with 12 working days for each completed year of paid service and when sick leave is used, such sick leave is charged on a working day basis i.e., 5 work days per week. Under this method of calculation, 130 working days would be equivalent to six calendar months.

* * *

"In this case, is the Civil Service Commission within its authority to adjust sick leave credits earned by uniformed members of the Police Department prior to January 1, 1969. Such adjustment would be calculated on the basis that a maximum of 182 calendar days (prior to January 1, 1969) is equivalent to the current maximum of 130 days, and lesser amounts of credited sick leave would be adjusted accordingly."

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Friday, May 2, 1969

PERMANENT ORDER NO. 3

At a meeting of the Police Commission held on Monday, February 24, 1969, the following resolution was adopted:

RESOLUTION NO. 47-69

AMENDING THE RULES AND PROCEDURES OF THE POLICE
DEPARTMENT BY ADDING THERETO RULE 5.41.1 READING
AS FOLLOWS:

Rule 5.41.1.

Sick leave remaining to the credit of a member upon the effective date of his retirement for service or disability or upon the date of his death shall be disposed of as follows:

Upon Retirement - The member shall be paid in full for the unused period of accumulated sick leave at the rate of pay at time of retirement, providing that such payment shall be limited to a maximum of six (6) months sick leave.

Upon Death - The estate of such member shall be paid in full for the unused period of accumulated sick leave at the rate of pay at time of death, providing that such payment shall be limited to a maximum period of six (6) months sick leave.

The enactment of this rule is not intended to constitute additional compensation, nor be a part of the rate of pay of such member, but is reimbursement for accumulated sick leave to the credit of the member and to which he would have been entitled had he not retired or died.

The addition to the Sick Leave Rules of the Department was approved by the Civil Service Commission at its meeting on March 24, 1969, approved by the Board of Supervisors at its meeting on April 7, 1969, and approved by the Mayor on April 9, 1969, and is effective as of April 9, 1969.

An amendment to Section 10 of the Administrative Provisions of the Annual Appropriation Ordinance No. 140-68 by adding Paragraph 7 thereto relating to lump sum payment for accumulated sick leave benefits to police officers was submitted to the Board of Supervisors by the Controller, approved by the Board of Supervisors at its meetings on April 21, 1969, and April 28, 1969, and approved by the Mayor on April 29, 1969.

It should be brought to the attention of members of the Police Department that this important fringe benefit has been made possible by the active participation of the Mayor and the members of the Police Commission. It was through their support and action that this rule was approved by all city agencies concerned.

P. O. No. 3
5-2-69

THOMAS J. CAHILL
CHIEF OF POLICE

P. O. No. 5 Page 3 May 2, 1969

2. This Department has been advised by the Office of the Civil Service Commission that in accordance with the opinion of the City Attorney, accumulated sick leave to the credit of uniformed members of the Police Department will be re-calculated by multiplying the number of accumulated sick leave days to a member's credit as of January 1, 1969, by the figure .71429. While this will decrease the total number of sick leave days to a member's credit, he will be entitled to the same number of weeks of sick leave with pay since effective January 1, 1969, sick leave is deducted on a working day basis - 5 days per week to the exclusion of watches off - instead of being deducted for each day off regardless of watches off.
3. For example: If a member prior to January 1, 1969, had accumulated 70 days of sick leave, he would now have 50 days to his credit ($70 \times .71429$), but the 50 days would be the equivalent of ten weeks of sick leave at the rate of 5 working days per week, the same amount of time as 70 days would be under the provisions in effect prior to January 1, 1969, when sick leave was deducted while absent because of sickness during regular watches off.
4. Effective January 1, 1969, permanently appointed members of the Police Department earn sick leave with pay at the rate of twelve working days per year.

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Thursday, May 29, 1969

PERMANENT ORDER NO. 5

At a meeting of the Police Commission held on Monday, May 26, 1969, the following resolution was adopted:

RESOLUTION NO. 131-69

RULES AND PROCEDURES - AMENDED

RESOLVED, that effective at 8:00 a.m., Tuesday, May 27, 1969, the Rules and Procedures of the San Francisco Police Department be and the same are hereby amended to read as follows:

SICKNESS AND DISABILITY

5.51 A member unable to report for duty at the prescribed time as a result of sickness shall immediately report that fact to his station or bureau, and if unable to report for duty for three (3) consecutive working days because of sickness he shall forward to his commanding officer a certificate signed by the attending qualified physician or surgeon stating the reason for such inability to report for duty. If said certificate is sent by mail, it shall be mailed by Special Delivery Registered Mail and the station or bureau so notified.

5.51.1 A member unable to report for duty at the prescribed time as a result of disability shall immediately report that fact to his station or bureau and without unreasonable delay forward to his commanding officer a certificate signed by the attending qualified physician or surgeon describing the disability. If said certificate is sent by mail, it shall be mailed by Special Delivery Registered Mail and the station or bureau so notified.

EQUIPMENT

7.03 The revolver shall be a Smith and Wesson or Colt .38 caliber, special, blue finish, or Smith and Wesson or Colt .357 caliber, blue finish, or Smith and Wesson .41 caliber Military and Police Model 58, blue finish.

AYES: Commissioners Garner, Ferrari

ABSENT: Commissioner Miller

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Wednesday, June 11, 1969

PERMANENT ORDER NO. 6

At a meeting of the Police Commission held on Monday, June 9, 1969, the following resolution was adopted:

RESOLUTION NO. 140-69

RULES AND PROCEDURES - AMENDED

RESOLVED, that effective at 8:00 a.m., Tuesday, June 10, 1969, the Rules and Procedures of the San Francisco Police Department be and the same are hereby amended to read as follows:

A Member:

- 2.38 Shall be clean shaven with hair and sideburns neatly trimmed when reporting for duty, except that a small neatly trimmed mustache will be permitted. SIDEBURNS SHALL NOT EXCEED ONE INCH IN WIDTH AND SHALL NOT EXTEND IN LENGTH BEYOND THE CENTER OF THE EAR. MOUSTACHES SHALL NOT EXTEND BELOW THE TOP EDGE OF THE UPPER LIP NOR BEYOND THE EDGE OF THE CORNER OF THE MOUTH.

AYES: Commissioners Garner, Miller, Ferrari

Rule amended to add
portion in full caps.

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Wednesday, June 11, 1969

PERMANENT ORDER NO. 7

At a meeting of the Police Commission held on Monday, June 9, 1969, the following resolution was adopted:

RESOLUTION NO. 141-69

RULES AND PROCEDURES - AMENDED

RESOLVED, that effective at 8:00 a.m., Tuesday, June 10, 1969, the Rules and Procedures of the San Francisco Police Department be and the same are hereby amended to read as follows:

- 12.68 Booking procedure on parole violators from the State Department of Corrections.
- .1 When a member of this Department arrests a person for the commission of a crime and it is found that this person is on parole, and there is a telegraphic or written authorization requesting detention from the Department of Corrections on file with the Bureau of Identification, the arresting officer shall book the subject as a parole violator per section 3056 Penal Code. The Special Liaison Agent from the State Parole Office shall be notified as soon as possible.
 - .2 If the arrested person is on parole, but there is no such authorization on file, the arresting officer will be advised that the subject is on parole, but not to book as a parole violator. The Special Liaison Agent from the State Parole Office shall be notified as soon as possible after the subject is booked. In the event the Special Liaison Officer makes a determination to then book the subject as a parole violator, he shall personally book the subject for such charge.
 - .3 All notifications shall be the responsibility of the Bureau of Identification.

AYES: Commissioners Gerner, Miller, Ferrari

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

Blue paper

San Francisco, California
Friday, July 25, 1969

Cancelled
See

#137118/74

PERMANENT ORDER NO. 8

TEMPORARY ASSIGNMENT TO HIGHER RANKS

~~Section 7 of the Annual Salary Ordinance for members of the~~
Police and Fire Departments reads as follows:

"ASSIGNMENT TO HIGHER RANKS: After one shift, all assignments of uniformed members of the Police and Fire Departments to higher ranks shall be by appointment."

"By appointment" means that a temporary appointment must be made from a Civil Service rank with the temporary appointment being offered to the member standing highest on the eligible list unless he waives the appointment, in which event it shall be offered to the next man on the list who has not waived.

2. All appointments shall be approved by the Chief of Police.
3. Except in cases of emergency, company commanders and heads of ~~bureaus shall submit a written report to the Chief of Police one~~ week prior to the first day on which the temporary assignment will be required, giving the name and rank of the member to be relieved, the reason therefor.

4. In making temporary appointments to higher ranks, the following procedures shall be followed:

a) If it is known in advance that an appointment to a higher rank must be made, the commanding officer shall submit his report to the Chief of Police as provided in paragraph 3 above.

b) If it is known during the normal business hours of the ^{San Francisco} Supervising Captain's office (8:00 to 5:00 - Monday through Friday), that a temporary appointment to a higher rank must

be made, then the appointment shall be offered, not later than the following day to the member in the department standing highest on the Civil Service eligible list for the higher rank ~~who has~~ not waived such appointment.

If it becomes known outside of the normal business hours of the Supervising Captain's office that a temporary appointment to a higher rank must be made, then the appointment shall be offered to the member in the department standing highest on the Civil Service eligible list for the higher rank, who has not waived such appointment, not later than the day following the first normal business day of the ^{Director} Supervising Captain's office. In the interim period, the Commanding Officer may assign the member of his command who is highest on the Civil Service eligible list for the rank to be filled and shall submit a written report to the ^{Director of Personnel} Supervising Captain with the Compensation Request card stating the reason for the emergency appointment and why it was not possible to make it through the ^{Director of Personnel's} Supervising Captain's office.

- c) If the member standing highest on the Civil Service eligible list for the rank to be filled is on his normal watches off, has worked his watch for that day, or is off duty for any other reason such as vacation, military leave, sick leave, etc., he shall be offered the temporary appointment upon the return to duty.
- d) Members on the current Civil Service eligible lists for Sergeant, Lieutenant and Captain previously have submitted reports to the Bureau of Personnel stating if they would accept Like Pay for Like Work assignments. If they wish to change their previous report, an amended report should be submitted to the Bureau of Personnel immediately.
1. Members who have agreed to accept temporary assignment to a higher rank and who refuse such assignment when it is offered must submit a written report waiving such offer. They will not be offered another temporary assignment to a higher rank until they lift their waiver by submitting a written report to that effect.

P. O. No. 8

Page 3

July 25, 1969

2. If, after a member has lifted his waiver, he again refuses an offer of temporary assignment to a higher rank, he shall be required to submit another written report permanently waiving such assignments and shall not be considered for temporary assignments to a higher rank in the future.

3. The provisions of this order will in no way effect permanent appointments to higher ranks from Civil Service eligible lists. 1/2

4. As indicated in the ordinance, appointments shall be made "after one shift." Members receiving such appointments will not be paid the salary of the higher rank for the first shift worked. *Form SF-PD 319 (8-71)*
LAB 168, Compensation Request-Equal Pay, shall be completed by the member and approved by his commanding officer. Although not compensated for, the first shift worked must be shown on the card.

5. Cards must be submitted for each pay period and forwarded to the Bureau of Personnel by the end of each pay period. One card may be submitted for successive watches worked unless an assignment includes two pay periods, when a separate card must be submitted for each pay period.

6. No temporary appointments shall be made to those positions designated in Section 35.4 of the Charter, as the Charter provides that one person shall be designated to fill each position.

7. This Permanent Order supersedes and cancels Permanent Order No. 9, dated August 10, 1967. *07-25-69*

THOMAS J. CAHILL
CHIEF OF POLICE

P. O. No. 8
7-25-69

PAGE THREE (of 3)

OFFICE OF THE CHIEF OF POLICE

HALL OF JUSTICE

San Francisco, California
Thursday, August 28, 1969

PERMANENT ORDER NO. 9

At a meeting of the Police Commission held on Monday, August 25, 1969, the following resolution was adopted:

RESOLUTION NO. 212-69RULES AND PROCEDURES - AMENDED

RESOLVED, that effective at 8:00 A.M., Tuesday, August 26, 1969, Rule 3.187 of the Rules and Procedures of the San Francisco Police Department be and the same is hereby amended by deleting the underlined portion as follows:

DEPARTMENT SECRETARY, COMMANDING BUREAU OF ADMINISTRATION

3.187 Shall have immediate supervision over the Bureau of Administration consisting of the following units:

- .1 General Office
- .2 Permits and Registration
- .3 Property

- a. Garage Section
- b. Supply Section
- c. Prisoners' Property
- d. Police Arsenal (Hall of Justice) (Deleted portion)

P.O. 22
270 } .4 Bureau of Communications

- a. Telephone Section
- b. Ring-in Section
- c. Teletype Section
- d. Service-Complaint Section
- e. Radio Section

and be it further

RESOLVED, that effective at 8:00 A.M., Tuesday, August 26, 1969, Rule 3.231 of the Rules and Procedures of the San Francisco Police Department be and the same is hereby amended by adding the double underlined portion as follows:

RANGE MASTER

3.231 Shall have immediate supervision over the Police Range, the Arsenal at the Range and the Arsenal at the Hall of Justice. (Double underscored added portion)

AYES: Commissioners Miller, Gerner.

ABSENT: Commissioner Ferrari.

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Tuesday, September 23, 1969

PERMANENT ORDER NO. 10

At a meeting of the Police Commission held on Monday, September 8, 1969, the following resolution was adopted:

RESOLUTION NO. 224-69

UNIFORM SPECIFICATIONS AMENDED - OFFICIAL UNIFORM SHIRT

RESOLVED, that the Uniform Specifications of the San Francisco Police Department for OFFICIAL UNIFORM SHIRT - SERGEANTS AND PATROLMEN (and CAPTAINS AND LIEUTENANTS WHEN NOT IN ATTENDANCE AT PUBLIC FUNCTIONS) are hereby amended by deleting the underlined portions as follows:

Page 16b - MILITARY
CREASES: The shirt will have military creases
which will be permanent creased.

Page 16f MILITARY
CREASES: The shirt will have military creases
which will be permanent creased.

AYES: Commissioners Garner, Miller

ABSENT: Commissioner Ferrari

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Thursday, October 2, 1969

PERMANENT ORDER NO. 11

At a meeting of the Police Commission held on Monday, September 29, 1969, the following resolution was adopted:

RESOLUTION NO. 243-69

RULES AND PROCEDURES - APPROVED

RESOLVED, that effective at 8:00 o.m., Tuesday, September 30, 1969, Rule 7.09.4 of the Rules and Procedures of the San Francisco Police Department is amended to read as follows:

RULE 7.09.4 Wooden Pocket Club or 26 Inch Wooden Baton.
The 26 Inch Baton is to be made of wood with
high density and a close, straight grain. It
shall weigh not less than 16 ounces and not
more than 20 ounces, have rounded ends, be
smooth and ungrooved with no wrist thong, and
be 1-1/4 inch in diameter. It shall be
finished a dark walnut stain. A black neoprene
rubber sleeve grommet, 1-5/8 inches in overall
length with 1-1/6 inch inside diameter, shall
slip over the baton and be placed seven inches
from the top or handle end. The grommet shall
taper evenly from 1-9/16 inches at the butt end
to 1-1/4 inches at the tap.

Amended to add underlined portion.

AYES: Commissioners Garner, Miller, Ferrari

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Thursday, November 13, 1969

PERMANENT ORDER NO. 12

At a meeting of the Police Commission held on Monday, November 3, 1969, the following resolution was adopted:

RESOLUTION NO. 282-69

UNIFORM SPECIFICATIONS FOR POLICEWOMEN OF THE SAN FRANCISCO POLICE DEPARTMENT - AMENDED

RESOLVED, that the Uniform Specifications for Policewomen of the San Francisco Police Department be, and the same are hereby amended to read as follows:

MATERIAL

Navy Blue Gabordine, 11-1/2 oz. 55% Dacron Polyester; 45% Wool - Manufactured by Roefard Worsted Company, Division of Burlington Industries, New York, New York. Trade No. 521-610.

OFFICIAL UNIFORM COAT

- STYLE: 3 Button Single Breasted Coat. Round front. Buttons to be regulation 36 ligne San Francisco Police Department Buttons.
- LAPELS: Showl Collar.
- POCKETS: Two lower outside slanted pockets in line with top of bottom button when buttoned. Double piped with regulation flops. Pocket size 5", flops 2" wide by 5" long with rounded corners.
- SLEEVES: Regular sleeves set by single needle machine. Two regulation 24 ligne San Francisco Police Department Buttons.
- BADGE TAB: Metal badge plate placed 6-1/2" down from shoulder seam.
- SHOULDER PATCH: To be attached on both sleeves with the top of the patch 1/2" below the sleeve head seam, and in such a manner that a line bisecting the center of the patch would be perpendicular to the ground when the garment is worn. To be sewed on the garment with color fast black thread, not cross stitched.
- Official Shoulder Patch of the San Francisco Police Department on file in Police Commission Office, 505 Hall of Justice.
- FACING: To be made of self-goods not less than 5-1/2" at lapel and 3-1/4" at bottom.
- FRONTS: Hymo front.
- BUTTONHOLES: Shall be made on a cut first machine with a separate bartoock.
- LINING: Good quality 140 rayon.

OFFICIAL UNIFORM SKIRT

STYLE: Straight hanging three gores, 1 panel front, 2 panels back.

WAISTBAND: 1" wide with 2 strand snugtax lining, 7" zipper nylan fastener at center back seam.

HEM: 3" hem serged and bound with best quality bias binding.

LINING: To be half lined in back only.

OFFICIAL UNIFORM HAT

STYLE: Modified Women's Marine Corps Style with insignia mount.

INSIGNIA: San Francisco Police Department Cap Piece, gold plated, with screw fastener, Style No. 734 (Irvine and Jochens Inc.) featuring Seal of City and County of San Francisco to be placed in center front of uniform hat.

OFFICIAL UNIFORM BLOUSE

MATERIAL: White Dacron Polyester and Cotton Blend.

STYLE: Modified low wide winged collar, button front, long sleeves.

TIE: Black police cross-over tie.

SHOES: Black calfskin pumps, closed heel and toe, medium heel.

STOCKINGS: Beige color.

GLOVES: Plain white cotton gloves.

HOLSTER BAG: To be of smooth black calfskin, flat stitched throughout with heavy black linen thread.

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Friday, November 14, 1969

PERMANENT ORDER NO. 13

At a meeting of the Police Commission held on Monday, November 3, 1969, the following resolution was adopted:

RESOLUTION NO. 283-69

UNIFORM SPECIFICATIONS FOR PARKING CONTROLMEN OF THE
SAN FRANCISCO POLICE DEPARTMENT - AMENOE

RESOLVED, that the Uniform Specifications for Parking Controlmen of the San Francisco Police Department be, and the same are hereby amended to read as follows:

OFFICIAL UNIFORM SHIRT

(Male and Female)

- MATERIAL: Conquerer Tropical, light blue, sanforized, nylon-fortified rayon material.
- STYLE: To have shoulder straps, two pockets fully pleated, flops and pencil slot in left pocket, badge holes and reinforcement, full sleeves pleated with forearm buttons, imitation white pearl buttons, 7-button front, full tails, and neck lined.
- SLEEVES: Long or short sleeves.
Style No. 704 SS PB (long sleeve)
Style No. 777 SS PB (short sleeve)

OFFICIAL UNIFORM TROUSERS

(Male and Female)

- MATERIAL: 17 to 17-1/2 oz. ELASTIQUE, RAEFORD MILL, Style 646-114, French Blue color, 55% Dacran Polyester, 45% Wool 2 ply. Cloth must be Landan cold water shrunk and treated with Sylmer for water and stain repellency.
- STYLE: The trousers shall be made over a full cut uniform pattern. They shall be plain front and made with 1/4 top front pockets with a minimum of 6-1/2" opening. There shall be one watch pocket with 3" opening and two back pockets with 6" opening. The left back pocket shall have a Keystane tab to button.
- POCKETING AND POCKETS: All pockets shall be made of 50% Cotton, 50% Polyester drill with ivory PRES-TU-LAST finish, and the front pockets shall be 70 x 60 count with a reinforced area starting at the bottom and extending up an approximate 3-1/2". This area shall be 92 x 60 count and identified with a blue stripe woven into the cloth every 1/8". Since this reinforced area assures double wear, no other type pocketing will be acceptable. The front pockets shall be stitched, turned and re-stitched, and the front and watch pockets

shall be bar-tacked at points of strain. The back packets shall be 70 x 60 count and shall be made with a Reese PW automatic machine. They shall be finished on the outside with an exposed top and bottom cord and triangular bar-tacked at the corners for extra strength.

WAISTBAND: The waistband curtain shall be Snugtex and both the curtain and the fly lining shall be 50% cotton, 50% polyester with PRES-TU-LAST finish. The waistband shall be approximately 2" wide and be closed with hook and eye and a French fly made of the same material as the curtain. The waistband curtain shall be attached with a racap machine.

INSIDE TRIM: The right fly lining and crutch lining shall be of the same material and color as the waistband curtain. The inside left fly shall be lined with PRES-TU-LAST finish silesia for best appearance and added strength.

BELT LOOPS: There shall be a minimum of seven keystone belt loops and each loop shall finish approximately 1-3/4" at the top and 1-1/4" at the bottom. The loops shall be sewed into the bottom of the waistband and into the racap and have sufficient opening to receive a 1-3/4" belt.

ZIPPER: The trousers shall be closed with a Talan 42 zipper.

OUTLET: The trousers are to be made with the "Brawn" outlet in the seat with a minimum of 2" outlet for easy alteration.

THREAD: The entire trouser is to be seamed with Polyester core thread and the seat seam shall be stitched with a tandem needle seat seaming machine. All inside seams of the trousers are to be serged.

FINISHING AND PRESSING: Side seam, seat seam and inseam are to be pressed open. The trousers must be pressed completely and properly. There must be a Texpak clip attached to the top fly of the finished garment to insure proper shape retention during shipping.

SIZE TAGS: The trousers must be marked with lot number, size, fiber content, and W.P.L. number.

OFFICIAL UNIFORM BELT

(Male and Female)

TROUSER BELT: Trouser Belt shall be of black leather, 1-1/2" wide, with plain white metal buckle.

NOTE: Uniforms for Parking Controlmen (Female) shall be the same as Parking Controlmen (Male) but are to be patterned according to accepted standards for women's uniforms.

AYES: Commissioners Miller, Ferrari

ABSENT: Commissioner Garner

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Monday, November 17, 1969

PERMANENT ORDER NO. 14

RESOLUTION NO. 276-69

UNIFORM SPECIFICATIONS OF THE SAN FRANCISCO POLICE
DEPARTMENT ADOPTED AT A MEETING OF THE POLICE COMMISSION
HELD ON MONDAY, OCTOBER 27, 1969

RESOLVED, that the specifications for uniforms and equipment for members of the San Francisco Police Department be and the same are hereby amended to read as follows: and be it further

RESOLVED, that these specifications shall become effective immediately upon adoption by the Police Commission and no other type of uniform or equipment shall be worn by members of the Department after 8:00 a.m., January 1, 1971; and be it further

RESOLVED, that the official uniform shirts as described in the Uniform Specifications, Page 24 through Page 29 (adapted by the Police Commission November 18, 1968) shall be worn by members of the Department, and no other shirt shall be worn after 8:00 a.m., January 1, 1970.

AYES: Commissioners Garner, Miller, Ferrari

THOMAS J. CAHILL
CHIEF OF POLICE

P. O. No. 14
11-17-69

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OFFICE OF
THE POLICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
HALL OF JUSTICE
850 BRYANT STREET
SAN FRANCISCO, CALIFORNIA 94103

RESOLUTION NO. 276-69

UNIFORM SPECIFICATIONS OF THE SAN FRANCISCO POLICE DEPARTMENT
ADOPTED AT A MEETING OF THE POLICE COMMISSION HELD ON MONDAY,
OCTOBER 27, 1969.

RESOLVED, that the specifications for uniforms and equipment for members of the San Francisco Police Department be and the same are hereby amended to read as follows: and be it further

RESOLVED, that these specifications shall become effective immediately upon adoption by the Police Commission and no other type of uniform or equipment shall be worn by members of the Department after 8:00 a.m., January 1, 1971; and be it further

RESOLVED, that the official uniform shirts as described in the Uniform Specifications, Page 24 through Page 29 (adopted by the Police Commission November 18, 1968) shall be worn by members of the Department, and no other shirt shall be worn after 8:00 a.m., January 1, 1970.

AYES: Commissioners Garner, Miller, Ferrari.

UNIFORM SPECIFICATIONS

MATERIAL

Official uniform coats, trousers, breeches and caps shall be made of Metcalf Bros. and Company No. 470-19 P & F Blue Worsted Elastique.

Each garment made of Metcalf Bros. and Company, No. 470-19 P & F must bear a stamp guaranteeing the genuineness of the material used as follows:

"Uniform cloth 470-19 19 oz.
Metcalf Bros. & Co."

DRESS COAT FOR CHIEF AND DEPUTY CHIEF

<u>STYLE</u>	Double-breasted, four-piece four button sack, made with 10 inch vent in center seam of back.
<u>LENGTH</u>	To be such that it falls not less than 2 inches nor more than 4 inches below the seat (or top inside) seam of trousers.
<u>FACINGS</u>	Same material as coat, cut in one piece, not less than 4 inches at bottom. Seams to be plain and either tape or turned in.
<u>BOTTOM AND EDGES</u>	Bottom of coat, plain. Edges double stitched, 3/8 inch.
<u>FRONTS</u>	Made up with hair cloth and lined.
<u>COLLAR</u>	Same material. Moderately peaked lapel.
<u>BUTTONS</u>	Four 36-ligne regulation police buttons on each side. The buttons on left breast to be sunk and securely fastened. Distance across from center to center, 5 inches. Top buttons to be placed on the breast line, and the bottom buttons from 1 to 3 inches below a horizontal line from point of hips. The buttons from top to bottom to be on a straight line and placed at equal distances.
<u>BUTTON HOLES</u>	To be handmade of best quality silk twist and set 3/4 of an inch from the edge. Button holes on flaps and shoulder to be handmade.
<u>SHOULDER STRAPS</u>	To be fastened in sleeve seams, two inches wide and tapering to 1-1/4 inches in width to extend under collar. Shoulder straps shall button down with regulation 24-ligne button at edge of collar. Straps cross-stitched with silk thread 1-1/2 inches from seam.
<u>POCKETS</u>	Two inside breast pockets.

OFFICIAL DRESS UNIFORM COAT
FOR
COMMISSIONED OFFICERS
(Public Functions)

STYLE

Four button, single breasted, six piece straight front sack coat.

Rolled collar with notched lapels opening to be approximately 13 to 15 inches to first button.

Coat to be semi-form fitting with a 6 to 8 inch center vent in back seam. The vent and front to overlap so that they will hang closed at all times.

LENGTH

To be such that the bottom of the coat extends to the first joint of the thumb.

BOTTOM
AND EDGES

Single stitched 3/16 inch, stay taped, plain seams. Entire coat to be stitched with pure silk thread, fast dye.

FACINGS

Same material as coat, cut in one piece, not less than three inches at bottom.

BUTTONS

Four regulation 36-ligne San Francisco Police buttons on front.

BUTTON HOLES

To be handmade of best quality silk twist and set three-quarters of an inch from edge of coat.

Buttonholes on flaps and shoulders to be handmade with silk thread.

LININGS

Shall be optional as to weight, but must be made of black or indigo blue material, according to selection of the individual.

Fronths shall be made of genuine Irish Linen Canvas, cold water shrunk, hair cloth and padding in breast from arm-hole to edge.

Sleeve lining to be the best black and white quality lining.

SEAMS

Plain. Center seam in back. Turn up at bottom not less than 1-1/4 inches.

POCKETS

Four inside breast pockets. There shall be two pointed flaps 5-1/4 inches long on each side of breast. Center of flap to be midway between center of top button and inside sleeve seam. Flaps to be 3 inches wide at ends and center points with button hole and regulation 24-ligne button at center point of flap. Top edge of flap to be on a line with center of top button. Also two lower pointed flaps 8 inches long, 3-1/2 inches wide at ends and center points with button hole and regulation 24-ligne button at center point of flap. Top edge of flap to be on a line with hip and center of bottom button. Inner edge of both top and bottom flaps to be on a line and an equal distance from top and bottom buttons. Points of flaps to be sewn securely to body of coat. Flaps to be graded slightly according to size. Inside pockets to be piped with same material as coat.

SHOULDER STRAPS

Shoulder Straps fastened to sleeve seams on top of shoulder, to be 2 inches wide and tapering to 1-1/4 inches in width at side of neck. Upper end of strap to extend under collar with hole and regulation 24-ligne button near edge. Straps to be cross-stitched 1-1/2 inches from shoulder seam. All pockets and shoulder straps to be stitched the same as edges.

OFFICIAL UNIFORM JACKET
FOR
ALL RANKS

MATERIAL:

METCALF 2-PLY ALL WOOL ELASTIQUE, 19 OZ.
NO. 470-19 P & F BLUE WORSTED ELASTIQUE.

STYLE:

To be a semi-dress jacket made with coat sleeves. Front to be fastened with a "Talon" No. 5 zipper, brass finish, from the bottom of the jacket, vertically to the base of the lapels. To have a two-piece back with center seam extending from the bottom of the collar to the bottom of the jacket with 1-1/2 inch outlets. To have golf pleats, including a 3/4 inch elastic band to hold the pleats in place on each side seam extending from the shoulder seam to the bottom of the jacket. To have adjustment straps with two 24-ligne Departmental Buttons on each side at the side seams. To have a half belt stitched down in back at the approximate waist line. Jacket to be fitted so as to be worn loosely and straight down over the modified Sam Browne belt and accouterments. Length to vary in accordance with the individual, but in all cases to fall to the top of the hip pockets. Bottom to be made with a 4 inch bottom turn up with lining sewn to top of turn up, and not to include a separate waist band.

LAPELS:

To be plain peaked with 15 inch opening, and being 3-3/4 inches wide at the widest point.

SLEEVES:

To be plain with regular turn up, without cuffs or buttons. To have Departmental stripe sewn on both sleeves, 3 inches from the bottom of sleeves, extending halfway around sleeves from seam to seam and set into the seam at both sides.

FACING:

To be of same material as the jacket, cut in one piece, not less than 4 inches wide at the top and 3-1/2 inches wide at the bottom.

LINING:

To be fully lined, not quilted, in body and sleeves with 120 count black rayon.

COLLAR:

Width to be 1-3/4 inches at the center and back and to be hand folded.

(Continued - Official Uniform Jacket for All Ranks)

POCKETS:

To have two outside breast patch pockets, properly stayed and with box pleats 6-1/4 inches deep and 6 inches wide at the top and bottom. Bottoms to be slightly rounded. Each breast pocket to have a three-pointed flap finished 6 inches wide, 2-1/2 inches deep on the sides and center and 2-1/8 inches deep in the hollows. Pocket flaps to be stitched down all around so that they may not be used. Each flap to have a buttonhole and correspondingly placed 24-ligne Departmental Button. To have two inside pockets, both horizontal, 7-1/2 inches deep with opening to be 7-1/2 inches.

SHOULDER STRAPS:

Jacket to be finished with pointed shoulder straps 2-1/4 inches wide at the sleeve head and 1-1/2 inches wide at the collar and long enough to extend and be tacked down under the collar. To have a buttonhole running perpendicular to the collar, centered in the open end of the flap and correspondingly placed 24-ligne Departmental Button so placed that the Button comes flush up to the edge of the collar. Strap to have two rows of stitching all around and to be stayed across 2 inches above the shoulder seam and cross stitched.

STITCHING:

Seams to be double stitched with all silk thread.

ARM SHIELDS:

To be piped and made of same material as the jacket.

BADGE HOLDER:

To be tunnel-type badge holder, finished one inch wide and 1-3/4 inches long, made of two thicknesses of the jacket material, single stitched all around the edges. To be equipped with two metal eyelets placed 1-1/8 inches center-to-center. Top eyelet to be 1/4 inch from top of badge holder. Entire holder to be attached to jacket with the center of the top eyelet 2-3/4 inches above the top center of the left pocket flap.

CONSTRUCTION:

Jacket shall be tailored with good quality matching lining using "Hymo" type coat fronts, employing standard practices used in coat construction. Collar to be hand felled.

SHOULDER
PATCHES:

To be attached on both sleeves with the top of the patch 1/2 inch below the sleeve head seam, and in such a manner that a line bisecting the center of the patch would be perpendicular to the ground when the garment is worn. To be sewed on the garment with color fast black thread, not cross stitched.

OFFICIAL UNIFORM DUTY JACKET
FOR
ALL RANKS

MATERIAL:

SKINNER'S ALL NYLON SATIN, STYLE NO. 8612,
NO SUBSTITUTE.

STYLE:

Will be a blouse, black "Eisenhower" Style Jacket, with a 3/4 shirred waistband. Front will have a Talon Zipper with Storm Zipper. Swing action coat style sleeves. Two (2) double compartments, pleated combination pockets.

CONSTRUCTION:

All sewing to be done with Nylon thread. Front to have Perx front canvas with front edges and armholes properly reinforced and taped. Medium weight shoulder pads. Armholes of body and lining will be securely sewn together through shoulder pad, with a continuous tacking from back seam of sleeve to front edge of pad. All buttons to be sewn through the garment with four-hole stay buttons on inside.

LINING:

Fully lined with nylon taffeta quilted thormofoam in 1-1/2 inch diamond pattern and 1/4 inch in thickness.

FACING:

Made of material same as outer body, not less than 4 inches wide at the zipper and extending into the shoulder seams.

POCKETS:

Two lower breast pockets placed 2 inches above the waistband. Pockets to measure 6-1/2 inches by 7-3/4 inches with 1-1/2 inch center pleat. Pocket flaps to be scalloped, three point style, buttoned at the center with a 26-line San Francisco Police Department button, and fastened at each corner with a small spring snap fastener. A muff or glove compartment will be formed under each outer pocket with the opening on the sleeve side. A separate pencil pocket will open between the left pocket flap and the jacket front. Two pockets on inside of jacket, to have 6 inch opening and to be 7-1/2 inches deep.

COLLAR:

Straight, made from same material, 4 inches wide and 4-1/2 inches in back.

(Continued - Official Uniform Duty Jacket for All Ranks)

SLEEVES: To be swing-action coat style sleeves interlined with Pellon 970 from bottom of sleeve to just below elbow. Bottom of sleeves to be faced with black kid leather and not to protrude more than 1/4 inch on the outside of sleeves. No stitching on sleeves.

WAISTBAND: Three-quarter shirred style, using 2-1/2 inch heavy heat resistant elastic. To be fitted over gun belt with slight tension. Two removable and reversible inside Sam Browne hooks to be supplied with garment.

BADGE HOLDER: To be cut from body material, rectangular in shape, with two metal eyelots, 2 inches in length and 1 inch in width, with a 7/8 inch distance between the eyelots.

**MANUFACTURERS'
LABEL:**

The garment will be provided with a fabric label bearing the name of the manufacturer and the type of cloth furnished (Skinner's All Nylon Satin, Style No. 8612). The label is to be sewn on the center of the inside back of the garment 1/2 inch below the collar seam.

**SHOULDER
PATCHES:**

To be attached on both sleeves with the top of the patch 1/2 inch below the sleeve head seam, and in such a manner that a line bisecting the center of the patch would be perpendicular to the ground when the garment is worn. To be sewed on the garment with color fast black thread, not cross stitched.

OFFICIAL UNIFORM COAT
FOR
MOUNTED AND MOTORCYCLE OFFICERS
AT
PUBLIC FUNCTIONS

- STYLE Four button, single breasted, six piece coat. Rolled collar with notched lapels, opening approximately 14 to 15 inches to first button. Coat shall be cut full chested and to be form fitted at waist and flared over hips to be worn with Sam Browne Belt. A hook shall be fastened on each hip at waist on underarm seam to support belt. There shall be a vent in the center seam approximately ten inches deep to extend to the bottom of the Sam Browne Belt. The vent and front shall overlap so that they will hang closed at all times.
- LENGTH To be such that the bottom of the coat extends to the first joint of the thumb.
- EDGES To be single stitched 3/16 inch top and bottom with pure silk thread, fast dye. All seams to be plain and sewed with silk.
- FACINGS Same material as coat, cut in one piece, not less than three inches at bottom.
- BUTTONHOLES To be hand made of best quality silk twist, and set 3/4 of an inch from the edge. Buttonholes on flaps and shoulders to be handmade.
- BUTTONS To have four regulation 36-ligne San Francisco Police buttons sewed on.
- POCKETS
(OUTSIDE) There shall be two, three pointed, flaps 5-1/4 inches long, on each side of breast. Center of flap to be midway between center of top button and inside sleeve seam. Flaps to be 3 inches wide at ends and center points, with buttonhole and regulation 24-ligne button on center point of flap. Top edge of flap to be on a line with center of top button. Also two lower, three pointed flaps, 8 inches long, 3-1/2 inches wide at ends and center points, with buttonhole and regulation 24-ligne button on center point of flap. Top edge of flap to be on a line with bottom edge of Sam Browne Belt and center of bottom button.

(Over)

POCKETS

Inner edge of both top and bottom flaps to be on a line, and an equal distance from top and bottom buttons. Points of flaps to be sewn securely to body of coat. Flaps to be graded slightly according to size.

POCKETS
(INSIDE)

Two inside breast pockets, crosswise, piped with same material as coat. Two lower inside pockets of sufficient size for books and papers, also piped with same material.

LININGS

Shall be optional as to weight, but must be of black or indigo blue material, according to the selection of the individual. Fronts shall be made of genuine Irish Linen canvas, cold water shrunk, hair cloth and padding in breast from armhole to edge. Sleeve lining to be the best black and white quality lining.

SHOULDER
STRAPS

To be fastened in sleeve seams, two inches wide and tapering to 1-1/4 inches in width to extend under collar. Shoulder straps shall button down with a regulation 24-ligne button at edge of collar. Straps cross-stitched with silk thread 1-1/2 inches from seam.

OFFICIAL DUTY UNIFORM - POLICE PISTOL RANGE

MATERIAL:
(Jacket,
Trousers
and Cap)

IRON DUKE WHIPCORD - DAY'S OR EQUAL.
A BLEND OF 20 OZ. 66% RAYON, 18% NYLON,
16% ACETATE, WATER REPELLANT, RESISTANT TO
STAIN AND SOIL, SCRATCH FREE, MILDEW AND
MOTH PROOF. COLOR - FOREST GREEN

JACKET:

Day's action bi-swing back. Duo-pieced collar for perfect fit. Double reinforced elbows - easy alter sleeves. Adjustable side tab at waistband. Two front pockets, 2 pencil pocket with button flap. Heavy duty zipper front closure. Designed for zip-out liners. Badge eyelets on jacket.

TROUSERS:

Sewn-in crease. Cut on graduated patterns. Keystone belt loops. Double-tipped pockets. Double lock chain stitch seat seam. Bar tacked at all points of strain. Easy access forward set pockets. Tab and button rear left pocket. Talon "memory lock" zipper. Watch pocket.

CAP:

Made to San Francisco Police Department regulation 8-point style with black visor and two rows black soutache on bend. Eyelet in front for badge.

SHIRT:

Khaki color, pre-pressed, Highway Patrol Training Shirt. Can't Bust'em or approved equal. Long or short sleeves. Badge holder.

TIE:

Black, four-in-hand, break-away type.

SHOULDER PATCH:

Official Shoulder Patch of the San Francisco Police Department to be worn on shirt and jacket, right shoulder.

Sample Official Shoulder Patch of Department on file in Police Commission Office, Room 505, Hall of Justice.

OFFICIAL UNIFORM TROUSERS
FOR
ALL RANKS
EXCEPT MOUNTED AND MOTORCYCLE OFFICERS

MATERIAL: METCALF BROS. AND COMPANY NO. 470-19 P & F, 19 OZ.
BLUE WORSTED ELASTIQUE, ALL WOOL.

STYLE: To be of the slack type, plain without pleats. To have separate waistband with rise of sufficient height to allow the bottom of the belt to rest on the hip bones. Waistband to incorporate "Snug Tex" band with three rows of rubber and to be cut in two separate pieces 2 inches wide, backed with a full shrunk canvas interlining, and lined with the best quality twill. Bottoms to be plain with 2-inch turn ups hollowed in front to allow trousers to rest on the shoe without any break. Bottoms to have heel stays. All seams to be plain, pressed open, and overcast. Trousers fly to have a "Talon" zipper or equal. To have an anchor button in addition to Hook Fastener attached at the waistband. Trousers to be Permanent Creased and bear label indicating same.

BELT LOOPS: To have seven tunnel belt loops 1-3/4 inches wide and 2 inches long to allow for a 2 inch maximum width belt. One loop to be placed at the rear seam with other loops being proportionately spaced in back, on the hips and in front. Topy of the loops to be sewn into the waistband seam.

POCKETS: To have two hip, two side, two club, and one watch pocket made of good grade heavy drill. Hip pockets to have flaps with buttonhole and correspondingly placed 22-ligne, four-hole, bone, melamine or phenolic plastic buttons of a color to match the material. Opening of the club pocket to be 3-1/2 inches directly below the outside edge of hip pocket, 1-1/2 inches to the rear of the outside leg seam, and to have a minimum depth of 8-1/2 inches. Watch pocket to be 3 inches wide and 4 inches deep and to have a welt edge. Side pockets to have vertical style opening heavily bar tacked.

STITCHING: To be of not less than 14 stitches to the inch.

(Over)

(Continued - Official Uniform Trousers for All Ranks
except Mounted and Motorcycle Officers)

<u>TROUSER STRIPES:</u>	<u>CHIEF</u>)	To have a stripe of lustrous black
)	mohair braid, 1-1/4 inches wide on
	<u>AND</u>)	outside seams which shall extend
)	from the bottom of the side pocket
	<u>DEPUTY CHIEF</u>)	to the bottom of the trousers
	<u>DIRECTORS</u>)	
)	
	<u>CAPTAINS</u>)	To have a stripe of lustrous black
)	mohair braid, one inch wide, on
	<u>AND</u>)	outside seams which shall extend
)	from the bottom of the side pocket
	<u>LIEUTENANTS</u>)	to the bottom of the trousers.
)	
)	To have a stripe of lustrous black
)	mohair braid, 1/2 inch wide, on
	<u>SERGEANTS</u>)	outside seams which shall extend
)	from the bottom of the side pocket
)	to the bottom of the trousers.
)	
)	To have a stripe of lustrous black
)	mohair braid, 1/4 inch wide, on
	<u>PATROLMEN</u>)	outside seams which shall extend
)	from the bottom of the side pocket
)	to the bottom of the trousers.

OFFICIAL UNIFORM BREECHES
FOR MOUNTED AND MOTORCYCLE OFFICERS

STYLE

AND

CONSTRUCTION

To be cut semi-mounted style with modified full peg. Bottoms to be made zippered, buttoned or lace and buttoned. Seat and knee self-reinforced. Knee reinforcement to run 2-1/2 inches past inside seam and sewed to outside seam and to be stitched from one inch above knee to bottom. Seat reinforcement to be full size. To be made with either one or two watch, two side, two hip and two club pockets. Side pockets to be semi-corner style, leather piped with leather crows on each end. Hip pockets to have flaps with button and buttonhole and bar tacked. Pocket lining to be made from heavy canvas. The outside edge of each club pocket opening to be 3-1/2 inches directly below the outside edge of each respective hip pocket. Club pockets to have a minimum of 8-1/2 inches in depth. Waist band to be two inches wide and to have seven tunnel loops. Club pockets to be leather piped with leather crows on each end. The fly shall have a Talon or comparable zipper and an anchor button in addition to the regulation top button.

OFFICIAL UNIFORM BELT AND HOLSTER
FOR
MOTORCYCLE AND MOUNTED OFFICERS

BELT:

Sam Browne Belt.

STYLE:

To be made of 7 to 8 ounce Black Full Grain Bridle Leather Cowhide Backs, Basket Weave (no flowered design). 2-1/4 inches wide with shoulder straps 1-3/8 inches wide of proper length. Under edges to be rounded and top edges to be neatly polished and creased. Belt to have lining at buckle end from 18 to 20 inches. Shoulder Straps made of single leather, tapered at billet end to take 7/8 inch buckle, with five holes for adjustment. Hardware to be of solid brass, highly polished, colonial pattern, and four shoulder strap dee rings, so that shoulder straps may be worn over either right or left shoulder, as may be required, and to be attached with 7/8 inch strip having a Carr Special Fastener for detaching shoulder strap. All stitching to be done on Campboll lock stitch machine, with hot waxed linen, 10 stitches to the inch, equipped with Fouler attachment for unbuckling.

HOLSTER:

To be 7 or 8 ounce black, full grain bridle leather cowhide backs, Basket Weave (no flowered design), perfectly moulded to fit regulation police revolver, large frame.

OFFICIAL UNIFORM
FOR
INSPECTOR OF SCHOOL SAFETY PATROL

The uniform prescribed for the Inspector of School Safety Patrol shall be the same as that specified for Lieutenant of Police with the following exception:

No shoulder bar shall be worn designating rank.

OFFICIAL UNIFORM CAP
FOR
ALL RANKS

- MATERIAL: METCALF'S ALL-WOOL NO. 470-19 P & F, 19 OZ, Navy Blue Elastique preshrunk.
- STYLE: Lancaster Style 57, 8-point solid.
- COVER: One-piece, 8-point style, and sewn so that cover shall measure 10-3/4" from front to back and 11" from side to side. This measurement given for size 7- 1/8; balance of sizes to be in proportion. Front seam of cover to measure 2-3/4" when finished; back seam 2" when finished. All seams of cover are to be pressed open from bottom to top. Seam of cover and band shall be bound with a double-turned preshrunk cotton binding on a lockstitch machine.
- LINING: Gold all-rayon of high-count quality becket with a 9" circular crinoline sewn thereon and faced with an 8-1/4" plastic circular sweat-protector with a nameplate welded thereon.
- OUTBAND: A cloth band finishing 1-5/8", plus or minus 1/8", of same material as cover shall be sewn to cover and mounted to frame, with two rows of black soutache spaced so that 1" of cloth shall be visible between same; soutache to be sewn entire length of band.
- FRAME: Shall be 2-1/2" iron texon impregnated with gold plastic to match lining and perforated for ventilation. Frame shall be riveted together with no less than 2 rivets.
- STAY: Shall be 2-1/2" iron texon impregnated with gold plastic to match cover lining, and shall measure 9-1/4" on top and tapering to 7-1/2" on the bottom. Stay shall be mounted by sewing to outside of frame so as to measure 4" from top of visor to point of stay. Stay shall be so designed in shape as to outline the 8-point styled cover.
- BUTTONS: Gilt San Francisco Police Department prong buttons.

(Continued - Official Uniform Cap for All Members)

- VISOR: Shall be black vinyl with a green hatters' leather underbottom bound with black vinyl and mounted on top of frame so as to attain a 40° angle. 2" of the visor shall show from end of cloth to end of visor.
- WIRE: 1/4" celluloid covered wire and riveted to stay to keep shape of cover stationary,
- EYELETS: One eyelet shall be place 1-1/8" from bottom of cover to accept proper hat piece; two eyelets shall be placed on either side of side seams for proper ventilation. The eyelets shall be brass and black japanned.
- SWEATBAND: 1-3/4" perforated and burred, Grade A select quality Roan. It shall be felled at least 6 stitches to the inch, handsewn with an all-nylon thread, black size "C". A brown hatters' bow shall be attached to the overlap of the sweatband in the back of the cap. The sweatband shall be handsewn to create a cushioning effect in the front of the cap.
- CHINSTRAPS: CHIEF and DEPUTY CHIEF to have black velvet band, 1-1/2" wide clear around cap, and a chin strap of gold wire lace. 1/2" wide, stitched on black Russian leather. Strap to be adjustable and fastened by two regulation buttons.
- DIRECTORS, CAPTAINS and LIEUTENANTS - same as for CHIEF and DEPUTY CHIEF.
- SERGEANTS to have black mohair braid band 1-1/2" wide clear around cap and an adjustable 1/2" black plastic chin strap attached to cap by two regulation buttons.
- PATROLMEN, same as for SERGEANTS excepting that they are to have two rows of black soutache cord around band instead of black mohair braid.

(Over)

(Continued - Official Uniform Cap for All Members)

NOTE: MEMBERS ASSIGNED TO TRAFFIC BUREAU (Fixed Post)

MATERIAL: Shall wear a cap top made of heavy weight
100% WHITE DACRON SHARKSKIN.

GUARANTEE LABEL: A Guarantee Label shall be attached underneath the sweat protector on the lining, affirming that the cap is made from the regulation material and preshrunk, and that the dimensions follow the specifications of the San Francisco Police Department. The label shall read as follows:

"We guarantee this cloth to be genuine Metcalf's all-wool #470-19 P & F, London shrunk, and that this cap was made to meet or exceed existing specifications of the San Francisco Police Department."

OFFICIAL UNIFORM CAP INSIGNIA

- CHIEF: To have a gold bullion wreath in front, enclosing the word "CHIEF" in gold.
- DEPUTY CHIEF: To have a gold bullion wreath in front, enclosing the words "DEPUTY CHIEF" in gold.
- DIRECTORS: To have gold bullion wreath in front, enclosing the word "DIRECTOR" in gold.
- OTHER RANKS: San Francisco Police Department Cap Piece, gold plated, with screw fastener, Style No. 734 (Irvine and Jackson Inc.) featuring Seal of City and County of San Francisco to be placed in center front of uniform cap.

OFFICIAL UNIFORM SLEEVE STRIPES

To have regulation Department stripes on top sleeve 3 inches from end as indicated:

CHIEF

To have two bands of gold wire lace $3/4$ inch wide, placed on top sleeve with its lower edge 3 inches above bottom of sleeve. There shall be three regulation 24-ligne buttons on cuff, lower button to be one inch from end of sleeve, others equally spaced below braid. The buttons to be sunk in and fastened inside of sleeve.

DEPUTY CHIEF

To have a band of gold wire lace $3/4$ inch wide, placed on top sleeve same as CHIEF, and one band of gold wire lace $1/2$ inch wide on top sleeve to be placed $1/2$ inch above other stripe.

DIRECTORS

CAPTAINS

AND

LIEUTENANTS

To have band of gold wire lace $3/4$ inch wide on top of sleeve. Lace and buttons to be placed same as for CHIEF.

SERGEANTS

AND

PATROLMEN

To have a band of lustrous black mohair braid $1/2$ inch wide on top sleeve, 3 inches from end.

THE SLEEVE BUTTONS OF ALL RANKS TO BE SUNK
IN AND FASTENED INSIDE OF SLEEVE.

OFFICIAL EMBLEMS
FOR
ALL RANKS

- CHIEF: Two fire-gilt metal stars, one inch wide between points on each shoulder strap.
- DEPUTY CHIEF: One fire-gilt metal star one inch wide between points on each shoulder strap.
- DIRECTOR OF TRAFFIC AND SUPERVISING CAPTAIN: One fire-gilt metal eagle one inch wide on each shoulder strap.
- DIRECTORS: One fire-gilt metal oakleaf one inch wide on each shoulder strap.
- CAPTAINS:
- Collar Bar: Two plain metal bars, gold color, Military Type, 5/16 inch wide and 3/4 inch long, spaced horizontally 1/4 inch apart. To have two clutch fasteners.
- Shoulder Bar: Two plain metal bars, gold color, Military Type, 3/8 inch wide and one inch long, spaced horizontally 3/8 inch apart and to have pin and safety catch. Bar parallel with shoulder seams.
- LIEUTENANTS:
- Collar Bar: One plain metal bar, gold color, Military Type, 1/4 inch wide and 3/4 inch long. To have two clutch fasteners.
- Shoulder Bar: One plain metal bar, gold color, Military Type, 3/8 inch wide and one inch long and to have pin and safety catch. Bar parallel with shoulder seams.

(Over)

Continued - Official Emblems for all ranks.)

BERGEANTS: Chevrons: Cloth, Three (3) Bar Type, 3 inches high, and 2-3/4 inches wide. Main portion to be equal to No. 024, dark copen, bordered with white as indicated in Rice's Braids Color Chart. To be mounted on background with a 1/8 inch edge border around the complete border. Background to be black twill. The buckram backing is to be colorfast and to withstand boiling.

Chevrons to be sewed on each sleeve of shirt and jacket with the topmost portion of the top chevron just touching the point of the shoulder patch, with black thread, not cross stitched.

METAL SHIRT COLLAR EMBLEMS: Shirt collar emblems in metal for commissioned ranks to be worn with dark shirts.
Dark Shirts
for
(Commissioned Ranks)

OFFICIAL UNIFORM SHIRT

CHIEF
DEPUTY CHIEF
DIRECTORS
CAPTAINS
AND
LIEUTENANTS

White shirt, white turn-down,
 starched or semi-soft collar.

SERGEANTS
AND
PATROLMEN

and

CAPTAINS
AND
LIEUTENANTS

(This shirt shall
 not be worn by
 Captains and Lieutenants
 while in attendance at
 public functions, but
 at such functions the
 official white uniform
 shirt shall be worn.)

MATERIAL: Metcalf Brothers & Company
 120-6 P and F stock dyed,
 6 or 6-1/2 ounce, 55%
 Polyester and 45% Wool Tropical
 or equal. All thread used in the
 construction shall match the material
 and be of the best quality vat dyed
 mercerized cotton. The color of the
 material and thread shall be fast to
 laundering and dry cleaning agents,
 light, perspiration, and weather.

The shirt material must have a thread
 count of 58 ends per inch and 56 picks
 per inch with breaking strength of
 106 pounds for the warp and 99 pounds
 for the filling.

GUARANTEE: Each shirt shall bear a cloth label
 specifying the following:

We guarantee this cloth to be
 genuine Metcalf Brothers &
 Company No. 120-6 P & F Stock
 Dyed or equal and this shirt is
 made in accordance to the
 specifications of the San Francisco
 Police Department.

COLLAR: The collar shall be military style
 with a one-button closure at the neck,
 using a 5/8 inch button. The band
 shall be 1-1/4 inches high in back
 and 1 inch in front. It shall be bull
 stitched with four rows of stitching
 running horizontally 1/4 inch apart or
 diagonally quilt stitched. The collar
 band shall be lined with a good grade
 rayon of a color to match the collar.
 The top collar shall be 2-1/2 inches
 at the front point and 1-5/8 inches at
 back and shall be interlined with black
 pellaon.

Collar points will be constructed for
 Perma-Stay flexible type tabs perman-
 ently anchored inside the collar.

BODY:

The body shall be form fitting with a straight yoke 3 inches deep extending up to the collar and well over the shoulder. The front of the shirt shall have not less than a 1-5/8 inch nor more than a 1-3/4 inch box pleat with self-facing and with six 5/8 inch buttons and buttonholes. The Shirt shall be of the open-front style. All seams shall be not less than 1/4 inch nor more than 3/8 inch double stitched.

POCKETS:

The shirt shall have two breast pockets 6-1/4 inches deep and 6 inches wide at the top and the bottom. Each pocket shall have a 3-point flap 2-3/4 inches at the points and 2-1/4 inches at the curves. The center point shall be the same length as the outside points. A button shall be sewn on the buttonhole on the flap of each pocket. Small snap fasteners shall be sewn on the inner facing of the pocket flaps at the side points and to corresponding positions on the pockets. The snaps shall be centered within the angles formed by the pocket flap points, 1/8 inch from the tips of the points. The bottom corner shall be blunted or mitered, double stitched on the bottom and two sides, and shall have a 1/2 inch hem across the top. A pencil pocket with a 1-1/8 inch opening through the flap shall be made on the right side of the left pocket. The top of the pockets shall be approximately 1-3/4 inches below the line of the first button and shall be approximately 1 inch from each side of the box pleat.

CLOTH
SHOULDER
STRAP:

The cloth shoulder strap shall extend from the sleeve seam to within 3/8 inch of the seam joining the yoke and neck band and shall lie flat against the shoulder. The forward edge of the flap of the shoulder strap shall be even with and parallel to the top shoulder seam of the yoke. The cloth shoulder strap shall start with a width of 2 inches at the sleeve seam and decrease to 1-3/4 inches at the top. It shall then come to a point measuring
(Over)

1/2 inch at the center. A buttonhole running perpendicular to the collar shall be centered in the open end of the strap with the end of the buttonhole nearest the collar measuring 1/2 inch from the extreme edge of the point of the shoulder strap. A 5/8 inch button of like color as material shall be affixed thereto. The cloth shoulder strap shall be stitched to the shoulder seam with two rows of stitching and shall be stayed across 2-1/8 inches above the shoulder seam and cross stitched.

BUTTONS:

Buttons are to be 5/8 inches in size and to be of like color as material.

STAR
HOLDER:

One star holder, 2 inches long and one inch wide, shall be centered above the top of the left pocket flap. It shall be equipped with two metal eyelets placed 1-1/2 inches, center to center. The distance between the top of the holder and the center of the top eyelet shall be 1/4 inch. The top corners of the holder shall be rounded so that no part will show above the star.

SLEEVES:

Sleeves shall be nine inches long from the top of the yoke to the bottom of the sleeve. End of sleeve will have one inch of cloth turned under.

SHOULDER
PATCHES:

To be attached on both sleeves with the top of the patch 1/2 inch below the sleeve head seam, and in such a manner that a line bisecting the center of the patch would be perpendicular to the ground when the garment is worn. To be sewed on the garment with color fast black thread, not cross stitched.

SERGEANTS
AND
PATROLMAN

and

CAPTAINS
AND
LIEUTENANTS

(This shirt shall not be worn by Captains and Lieutenants while in attendance at public functions, but at such functions the official white uniform shirt shall be worn.)

MATERIAL:

The shirt material shall be made of 10 or 10½ ounce Metcalf Brothers and Company two-ply tropical worsted No. 386-10 P & F stock dyed, same shades as 470-19 P & F or equal. This cloth shall be stamped with a Keumagraph stamp indicating the manufacturer and the material. All thread used in the construction shall match the material and be of the best quality vat dyed mercerized cotton. The color of the material and thread shall be fast to laundering and dry cleaning agents, light, perspiration, and weather.

The shirt material must be wool grade with a thread count of 60 ends per inch and 49 picks per inch with breaking strength of 81 pounds for the warp and 56 pounds for the filling.

GUARANTEE:

Each shirt shall bear a cloth label specifying the following: We guarantee this cloth to be genuine Metcalf Brothers & Company No. 386-10 P & F Stock Dyed or equal and this shirt is made in accordance to the specifications of the San Francisco Police Department.

COLLAR:

The collar shall be military style with a one-button closure at the neck, using a 5/8-inch button. The band shall be 1-1/4 inches high in back and 1 inch in front. It shall be full stitched with four rows of stitching running horizontally 1/4 inch apart or diagonally quilt stitched. The collar band shall be lined with a good grade rayon of a color to match the collar. The top collar shall be 2-1/2 inches at the front point and 1-5/8 inches at the back and shall be interlined with black peltan.

Collar points will be constructed for Perma-Stay flexible type tabs permanently anchored inside the collar.

BODY:

The body shall be form fitting with a straight yoke 3 inches deep extending up to the collar and well over the shoulder. The front of the shirt shall have not less than a 1-5/8 inch nor more than a 1-3/4 inch box pleat with self-facing and with six 5/8 inch buttons and buttonholes. The shirt shall be of the open-front style. All seams shall be not less than 1/4 inch nor more than 3/8 inch double stitched.

POCKETS:

The shirt shall have two breast pockets 6-1/4 inches deep and 6 inches wide at the top and the bottom. Each pocket shall have a 3-point flap 2-3/4 inches at the points and 2-1/4 inches at the curves. The center point shall be the same length as the outside points. A button shall be sewn on the buttonhole on the flap of each pocket. Small snap fasteners shall be sewn on the inner facing of the pocket flaps at the side points and to corresponding positions on the pockets. The snaps shall be centered within the angles formed by the pocket flap points, 1/8 inch from the tips of the points. The bottom corner shall be blunted or mitered, double stitched on the bottom and two sides, and shall have a 1/2 inch hem across the top. A pencil pocket with a 1-1/8 inch opening through the flap shall be made on the right side of the left pocket. The top of the pockets shall be approximately 1-3/4 inches below the line of the first button and shall be approximately 1 inch from each side of the box pleat.

CLOTH
SHOULDER
STRAP:

The cloth shoulder strap shall extend from the sleeve seam to within 3/8 inch of the seam joining the yoke and neck band and shall lie flat against the shoulder. The forward edge of the flap of the shoulder strap shall be even with and parallel to the top shoulder seam of the yoke. The cloth shoulder strap shall start with a width of 2 inches at the sleeve seam and decreases to 1-3/4 inches at the top. It shall then come to a point measuring 1/2 inch at the center. A buttonhole running perpendicular to the collar shall be centered

(Over)

in the open end of the strap with the end of the buttonhole nearest the collar measuring $1/2$ inch from the extreme edge of the point of the shoulder strap. A $5/8$ inch button of like color as material shall be affixed thereto. The cloth shoulder strap shall be stitched to the shoulder seam with the two rows of stitching and shall be stayed across $2-1/8$ inches above the shoulder seam and cross stitched.

BUTTONS: Buttons are to be $5/8$ inches in size and to be of like color as material.

STAR HOLDER: One star holder, 2 inches long and one inch wide, shall be centered above the top of the left pocket flap. It shall be equipped with two metal eyelets placed $1-1/2$ inches, center to center. The distance between the top of the holder and the center of the top eyelet shall be $1/4$ inch. The top corners of the holder shall be rounded so that no part will show above the star.

SLEEVES: Sleeves shall have reinforced elbows made by expanding the plackets $12-1/4$ inches from the cuffs and widening to $6-1/4$ inches at the elbow. The placket vent shall be $3-1/2$ inches with one buttonhole. The placket and reinforcement shall be double stitched all around. Measurements shall be proportionate to the size of the shirt.

CUFFS: Cuffs shall be 3 inches wide and square with two $5/8$ inch buttons of like color as material and corresponding buttonholes evenly spaced and double stitched all around with stitches not less than fifteen to the inch. Thread shall be Double O.

INNER CUFF LINING: The inner cuff lining shall be of like color and of the same color as the outside material.

SHOULDER
PATCHES:

To be attached on both sleeves with the top of the patch 1/2 inch below the sleeve head seam, and in such a manner that a line bisecting the center of the patch would be perpendicular to the ground when the garment is worn. To be sewed on the garment with color fast black thread, not cross stitched.

OFFICIAL UNIFORM NECKWEAR

TIES: Ties shall be plain black four-in-hand of the break-away type.

OFFICIAL UNIFORM FOOTWEAR

SOCKS: Socks shall be solid black or midnight blue in color and without fancy design. A white foot type may be worn provided that none of the white shows over top of the shoe.

SHOES: Shoes shall be plain toe, smooth finish leather, solid black in color, either low or high cut.

BOOTS: Solo Motorcycle Officers, Thrae-Wheel Motorcycle Officers and Mounted Officers shall wear boots of smooth finish black leather with a military or plain tip toe.

Height: The boots shall not be less than 18 inches nor more than 20 inches in height.

OFFICIAL UNIFORM GLOVES

GLOVES: Gloves to be worn by members of this Department when so instructed shall be of white cloth material.

Gloves worn by members at other than official functions shall be black leather.

NOTE: Members assigned to Traffic Bureau (Fixed Post) shall wear white gloves at all times while on duty.

OFFICIAL LEATHER GOODS

LEATHER GOODS: All leather goods worn by members of the Department while on duty shall be of black color and basket weave (no flower design) with yellow metal fittings.

OFFICIAL SHOULDER PATCH-- ALL RANKS
FROM CAPTAIN TO PATROLMAN

SHOULDER PATCHES: All ranks from Captain to Patrolman, shall wear a composite shoulder patch of the type on file with the Police Commission Office, Room 505, Hall of Justice.

Shoulder patches are to be worn on all outer garments including shirts in accordance with the following specifications:

To be attached on both sleeves with the top of the patch 1/2 inch below the sleeve head seam, and in such a manner that a line bisecting the center of the patch would be perpendicular to the ground when the garment is worn. To be sewed on the garment with color fast black thread, not cross stitched.

OFFICIAL HANDCUFF CASE - ALL RANKS

HANDCUFF CASE:

Handcuff Case shall be black leather, basket weave (no flower design) Sam Browne, molded type, with flap and snap, equal to Cake Catalog No. 36, Item A739B.

Handcuff Case will be worn on the left side in line with the left kidney. If left handed, it shall be reversed.

BATON RING AND STRAP

BATON RING
AND
STRAP

Strap shall be black leather, basket weave, no flower design, brass ring with snap, equal to Cake Catalog No. 36, Item A744SB.

OFFICIAL WOODEN BATON

BATON, WOODEN

Wooden Baton, 26 inch, and Ring shall be worn on the left side if right handed. The Baton will rest on the side of the left thigh when standing. If left handed it shall be reversed.

OFFICIAL UNIFORM BELT AND HOLSTER - ALL RANKS

THORNTON OUTFIT AND POLICE GOLD OFFICERS

BELT:

Sam Browne Outfit, No. 68D, Black Leather, Basket Weave (no flower design) with brass buckle.

Sam Browne Belt - Buckle shall be worn in line with the center of the body.

CONSTRUCTION:

Belt is to be 2-1/4" wide and to be constructed of 8 oz. cowhide with a full lining of 7 oz. cowhide. Belt to be completely saddle stitched, hand made throughout, and buckle to be made of brass metal.

HOLSTER:

Blazer No. 45, Black Leather, Basket Weave (no flower design), 4" or 6" in length, with twelve (12) shell loops. All hardware on belt to be made of brass metal.

Holster shall be worn on the right hand side if right handed. It will rest on the side of the right thigh when standing. If left handed it shall be reversed.

LEATHER JACKETS
FOR
MEMBERS ASSIGNED TO
MOUNTED UNIT AND MOTORCYCLE DETAIL ONLY

LEATHER JACKETS: Members assigned to duty with the Mounted Unit and Motorcycle Detail shall be permitted to wear a leather jacket of the type approved by the Chief of Police.

This leather jacket SHALL NOT BE WORN while in attendance at public functions, but as such functions the official uniform coat shall be worn.

* * * * *

OFFICIAL DEPARTMENT RAINWEAR
AND
FLUORESCENT ORANGE OVERLAY

RAINSUIT, COATED NYLON, BLACK WITH MATCHING HELMET COVER MATERIAL. Shall be black nylon twill, weight 1.6 oz per lineal yard, 70 denier. Cloth shall have a pH ranging from 6.0 to 8.0, and shall not contain more than 0.005 per cent copper or more than 0.001 per cent manganese. The coating compound shall be nitrile butadiene rubber 3.0 oz. per square yard, chemically bonded to the base fabric for greatest adhesion. The coating shall be oil resistant compound which will resist discoloration. It shall be dusted with an inert material which will be non-irritating to the skin. The coating shall be free from odor. A certificate of compliance shall be furnished the contracting officer stating that these requirements have been met.

<u>CHARACTERISTICS</u>	<u>MIN</u>	<u>MAX</u>	<u>CCC-T-191B</u>
Overall Wt. Oz/Sq Yd.	4.6	5.0	5041
Hydrostatic Resistance (lbs/in)	130	Initial - After Str of Coating	5512
Abrasion (Stoll)	800	---	5302
Stiffness (Clark) (70 Deg F.)	---	6.8	5204

THREAD: Shall be mercerized preshrunk cotton of a shade matching the base fabric.

SEAM
SEALANT:

Shall be compatible with the basic coating and assume the characteristics of the basic coating after application, and not affected by weather or temperature or long periods of storage. All sleeve seams, body joining seams, and other stitching such as fly stitching which will permit ingress of water from the outside shall be securely sealed from water penetration by application of the seam sealant.

INTERLINING: The facing shall be lined to insure shape retention and to reinforce the snap fasteners. The interlining shall be permanent finish cotton, as follows:

Weight 4.0 oz/sq yd
Thread count 38 x 20
Break strength (Grab) Warp: 60
Fill: 40

SNAPS: Shall be a non-rusting 24-ligne heavy duty closure with black button and attached through all layers of fabric.

STITCHING: All seams are to be of lock stitch construction, with sleeve seams, body joining seams to be a 3/16" gauge double needle seam, and with all other seams to be of single needle construction.

BADGE PLATE: Reinforced shield type badge plate, 2-1/2" x 3" in height shall be placed on left breast of the jacket and shall contain metal eyelets, spaced vertically approximately 1-1/2" apart.

RAINJACKET: Rainjacket is single breasted with convertible collar, snap fasteners, front closure, and fingertip length. The fronts will have a facing interlined with specified cotton buckram. There shall be elastic webbing inserted in the sleeve hems for snug fit. All seams shall be water-proofed as specified under "Seam Sealant" and shall withstand Sutor Test of U.S. Marine Corps Raincoat Specifications. Badge holder will be positioned on left breast as previously specified.

RAINPANTS: Rainpants are fully cut. They have a one inch minimum width elastic webbing insert in the back waist hem, extending from side seam to side seam, and shall have a 9" pocket access vent opening at each side with snap fastener closure at the waist and bartack at the bottom of the opening. There shall be a fly in the pants.

SIZES: Small, Medium, Large, Extra Large.

LEGGINGS: Fabric shall be same basic fabric as used on No. 233 jacket, and No. 134 Rainpants. Seams shall be 3/16" gauge double needle lockstitched. All seams shall be waterproofed and shall withstand Suter Testing as per U.S. Marine Corps Raincoat Specifications. Both the top and bottom of the leggings shall be double needle hemmed. The webbing straps shall be double bartacked at the point of joining to the leggings. There shall be a webbing instep strap used as a keeper to prevent leggings from riding up the leg. In all other respects leggings shall be equal to Blauer Style No. 133 Leggings. Size shall be universal (one size fits all) and shall be adjustable by means of a webbing strap. The hardware shall be rustproof nickel or brass.

IN ALL DETAILS NOT SPECIFICALLY COVERED IN WRITING, DETAILS SHALL MATCH BLAUER STYLE NO. 233 JACKET, NO. 134 RAINPANTS, AND NO. 133 LEGGINGS.

RAIN HELMET COVER: Shall be made of the basic fabric, and styled to fit motorcycle helmet, attaching snugly under visor lip, and fastening under chin by means of snap fastener. Cover shall be long enough and contoured with enough flare to permit rain to run off away from wearer, and onto jacket without running into the collar of jacket.

FLUORESCENT ORANGE OVERLAY

The above rainwear under traffic conditions or at any other time when there is a requirement for the officer to be visible, will be overlayed with a jacket, No. 333, made of 3 oz nylon twill and custom coated.

Color: Fluorescent Orange.

CAP COVER:

The cap cover will be No. 104, made from nylon coated nylon twill. It has a visor peak, plus a detachable cap which snaps under the chin and offers complete protection to the wearer's neck and shoulders.

Color: Fluorescent Orange.

SERVICE SUIT
FOR
ALL RANKS

DESCRIPTION: One piece, Solid Color - Royal Blue, Twill Material.
Mill Style and Color - No.896 - 650, Unitog Company
or equal.

FABRIC: Twill, 65% Dacron Polyester, 35% Cotton,
Weight - 7½ oz. Source - Cone Mills Corporation.
Pressing Technique - Hot Head Press - Oven Cure
325° 15 minutes.
Finish is Koratron patented post cure permanent press
and single construction.

STYLE: Coat Style with notched lapels and raglan sleeves.
Shirt style cuffs, bell sleeve - double snaps.

Front:	Two way zipper, Talon, Brass.
Back:	Plain.
Pockets:	Angle Breast Pockets with Snaps, 6" wide, 7" deep.
Buttons and Zippers:	To snap at neck and waist, Two way zipper front with 1½" protective fly. Uniform Style - moderate trim legs.
Pattern:	
Seams and Stitching:	Double Needle - side and leg seams.
Thread:	American Thread Company. Spun Dee 100% Polyester.
Pencil Compartments:	Left shoulder - double compartments.
Lining:	One-half lining inside back patch style pockets.
Bar Tacks:	All points of strain.
Waistband:	Single needle, sewn in elastic at waist for trim fit.
Side Pockets:	7" wide, re-inforced bottoms 1/8 opening - pass through opening.
Belt:	Single needle front and back - sewn in elastic on sides.
Crotch:	Smooth serged - re-inforced.
Legs:	Hemmed bottoms.

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Wednesday, January 21, 1970

PERMANENT ORDER NO. 1

At a meeting of the Police Commission held on Monday, January 19, 1970, the following resolution was adopted:

RESOLUTION NO. 19-70

RULES AND PROCEDURES OF SAN FRANCISCO POLICE DEPARTMENT -
AMENDED

RESOLVED, that effective at 8:00 a.m., Tuesday, January 20, 1970, Rule 6.319.4 of the Rules and Procedures of the San Francisco Police Department is amended to read as follows:

FUNERAL - FLAGS

- 6.319.4 Upon the death of a member killed in the discharge of duty, the flag shall be flown at half-mast on all police buildings for a period of ten (10) days from sunrise to sunset from the day of death.

AYES: Commissioners Garner, Miller, Ferrari

THOMAS J. CAHILL
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Wednesday, February 18, 1970

PERMANENT ORDER NO. 2

At a meeting of the Police Commission held on Monday, February 16, 1970, the following resolution was adopted:

RESOLUTION NO. 44-70

UNIFORM SPECIFICATIONS OF THE SAN FRANCISCO POLICE DEPARTMENT - AMENDED.

RESOLVED, that effective at 8:00 a.m., Tuesday, February 17, 1970, the Uniform Specifications for members of the San Francisco Police be and the same are hereby amended to read as follows:

(Official Uniform Shirts - Pages 24 and 27 of the Uniform Specifications adopted by the Police Commission October 27, 1969.

Commanding Officers of Bureaus and Stations are to remove Pages 24 and 27 presently in the Uniform Specification Booklet and insert the attached Pages 24 and 27.)

AYES: Commissioners Garner, Millor, Ferrari.

ALFRED J. NELDER
CHIEF OF POLICE

OFFICIAL UNIFORM SHIRT

CHIEF
DEPUTY CHIEF
DIRECTORS
CAPTAINS
AND
LIEUTENANTS

White shirt, white turn-down, starched or semi-soft collar.
 (To be worn at all public functions with official dress uniform coat.)

CHIEF
DEPUTY CHIEF
DIRECTORS
CAPTAINS
LIEUTENANTS
SERGEANTS
PATROLMEN

MATERIAL: Metcalf Brothers & Company
 120-6 P and F stock dyed,
 6 or 6-1/2 ounce, 55% Polyester and
 45% Wool Tropical or equal. All
 thread used in the construction
 shall match the material and be of
 the best quality vat dyed mercerized
 cotton. The color of the material
 and thread shall be fast to laundering
 and dry cleaning agents, light,
 perspiration, and weather.
 The shirt material must have a thread
 count of 58 ends per inch and 56 picks
 per inch with breaking strength of
 100 pounds and 99 pounds
 for the collar and cuffs.

GUARANTEE: Each shirt shall bear a cloth label
 specifying the following:

We guarantee this cloth to be
 genuine Metcalf Brothers &
 Company No. 120-6 P & F Stock
 Dyed or equal and this shirt is
 made in accordance to the
 specifications of the
 San Francisco Police Department.

COLLAR: The collar shall be military style with
 a one-button closure at the neck, using
 a 5/8 inch button. The band shall be
 1-1/4 inches high in back and 1 inch
 in front. It shall be bull stitched
 with four rows of stitching running
 horizontally 1/4 inch apart or
 diagonally quilt stitched. The collar
 band shall be lined with a good grade
 rayon of a color to match the collar.
 The top collar shall be 2-1/2 inches
 at the front point and 1-5/8 inches at
 back and shall be interlined with
 black pylon.

Collar points will be constructed for
 Perma-Stay flexible type tabs
 permanently anchored inside the collar.

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OFFICIAL UNIFORM SHIRT

CHIEF
DEPUTY CHIEF
DIRECTORS
CAPTAINS
AND
LIEUTENANTS

White shirt, white turn-down, starched
 or semi-soft collar.
 (To be worn at all public functions with
 official dress uniform coat.)

CHIEF
DEPUTY CHIEF
DIRECTORS
CAPTAINS
LIEUTENANTS
SERGEANTS
PATROLMEN

MATERIAL: The shirt material shall be made of 10 or 10½ ounce Metcalf Brothers and Company two-ply tropical worsted No. 386-10 P & F stock dyed, same shade as 470-19 P & F or equal. This cloth shall be stamped with a Kaunagraph stamp indicating the manufacturer and the material. All thread used in the construction shall match the material and be of the best quality vat dyed mercorized cotton. The color of the material and thread shall be fast to laundering and dry cleaning agents, light, perspiration, and weather.

The shirt material must be wool grade with a thread count of 60 ends per inch and 49 picks per inch with breaking strength of 81 pounds for the warp and 56 pounds for the filling.

GUARANTEE: Each shirt shall bear a cloth label specifying the following:

We guarantee this cloth to be genuine Metcalf Brothers & Company No. 386-10 P & F Stock Dyed or equal and this shirt is made in accordance to the specifications of the San Francisco Police Department.

COLLAR: The collar shall be military style with a one-button closure at the neck, using a 5/8 inch button. The band shall be 1-1/4 inches high in back and 1 inch in front. It shall be bull stitched with four rows of stitching running horizontally 1/4 inch apart or diagonally quilt stitched. The collar band shall be lined with a good grade rayon of a color to match the collar. The top collar shall be 2-1/2 inches at the front point and 1-5/8 inches at the back and shall be interlined with black pylon.

Collar points will be constructed for Perma-Stay flexible type tabs permanently anchored inside the collar

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

PERMANENT ORDER NO. 3

San Francisco, California
WEDNESDAY, March 4, 1970

At a meeting of the Police Commission held on Monday, March 2, 1970, the following resolution was adopted:

RESOLUTION NO. 57-70.

RULES AND PROCEDURES OF THE SAN FRANCISCO POLICE DEPARTMENT - AMENDED.

RESOLVED, that effective at 8:00 A.M., March 3, 1970, the following amendments, additions, and deletions are hereby made in the Rules and Procedures of the San Francisco Police Department:

1.05 THE CHIEF OF POLICE SHALL APPOINT:

.4
(Amended Rule) From among the members:

- a. Deputy Chief
- b. OFFICER-IN-CHARGE, LEGAL OFFICE
- c. Department Secretary (said appointed member shall be given the title of "Captain" and shall be addressed accordingly)
- d. Commanding Officer, Intelligence Unit
- e. Commanding Officer, Planning and Research Bureau
- f. Secretary, The Police Commission
- g. Director, Bureau of Special Services
- h. Property Clerk
- i. Inspectors, from among those who have held the position of Assistant Inspector for at least two (2) years
- j. Assistant Inspectors
- k. Inspector, School Traffic Patrols

COMMANDING OFFICER, PLANNING AND RESEARCH BUREAU

- ✓ 3.33 (Amended Rule) SHALL REPORT DIRECT TO THE DEPARTMENT SECRETARY. The unit shall consist of such members as the Chief deems necessary to carry out its functions and duties.

OFFICER-IN-CHARGE, LEGAL OFFICE

(Amended Section Title)

- 3.49 Shall be administrative assistant to the Deputy Chief, and shall assist him in the conduct of the affairs of that office. He shall review all trial calendars and shall assist the Chief and Deputy Chief in legal matters.

- ✓ 3.51 Shall supervise proposed legislation affecting the department or its operation.

DIRECTOR OF TRAFFIC

- ✓ 3.110 (New Rule Added) SHALL BE RESPONSIBLE FOR AND BE CHARGED WITH RESPONSIBILITY FOR THE PROPER ENFORCEMENT OF PARKING IN THE POLICE GARAGE IN THE BASEMENT OF THE HALL OF JUSTICE.

P. O. No. 3
3-2-70

PAGE ONE (of 1)

DEPARTMENT SECRETARY, COMMANDING BUREAU OF ADMINISTRATION

3.187

Shall have immediate supervision over the Bureau of Administration consisting of the following units:

- .1 General Office.
- .2 Permits and Registration
- .3 Property
 - a. Garage Section
 - b. Supply Section
 - c. Prisoners' Property
 - d. ~~Police Arsenal (Hall of Justice)~~

P. O. 224 1970

- .4 Bureau of Communications

(Delete Rule Section in its entirety)

- a. Telephone Section
- b. Ring-in Section
- c. Teletype Section
- d. Service-Complaint Section
- e. Radio Section

DECLINABLE BY PO 224 670

COMMANDING OFFICER, BUREAU OF COMMUNICATIONS

3.188

(Delete rule in its entirety)

Shall report to the Department Secretary and be responsible for the proper use of communication facilities of this department.

- .1 Shall keep proper and correct records of telephone, telegraph, teletype and radio messages sent and received by this Department and be responsible for the safekeeping and proper indexing of such records.
- .2 Shall maintain as confidential all messages received or transmitted, reports of services and other communications coming into his bureau. Shall not divulge their contents or allow them to be inspected by unauthorized persons.
- .3 Shall maintain liaison with other related agencies or departments that would tend to facilitate the Department's objectives.

DIRECTOR OF CRIMINAL INFORMATION

3.279

(New Rule Added)

The Bureau of Criminal Information shall consist of the following units:

- .1 Identification Bureau
- .2 Records and Complaint Section
- .3 Statistical Section
- .4 Central Warrant Bureau
- .5 BUREAU OF COMMUNICATIONS

(New Rule Added)

- a. TELEPHONE SECTION
- b. RING-IN SECTION
- c. TELETYPE SECTION
- d. SERVICE-COMPLAINT SECTION
- e. RADIO SECTION

COMMANDING OFFICER, BUREAU OF COMMUNICATIONS

3.288

(New Rule Added)

SHALL REPORT TO THE DIRECTOR OF CRIMINAL INFORMATION AND BE RESPONSIBLE FOR THE PROPER USE OF COMMUNICATION FACILITIES OF THIS DEPARTMENT.

- .1 SHALL KEEP PROPER AND CORRECT RECORDS OF TELEPHONE, TELEGRAPH, TELETYPE AND RADIO MESSAGES SENT AND RECEIVED BY THIS DEPARTMENT AND BE RESPONSIBLE FOR THE SAFEKEEPING AND PROPER INDEXING OF SUCH RECORDS.

(Over)

(New
Rule
3.288
Continued)

2. SHALL MAINTAIN AS CONFIDENTIAL ALL MESSAGES RECEIVED OR TRANSMITTED, REPORTS OF SERVICES AND OTHER COMMUNICATIONS COMING INTO HIS BUREAU. SHALL NOT DIVULGE THEIR CONTENTS OR ALLOW THEM TO BE INSPECTED BY UNAUTHORIZED PERSONS.

3. SHALL MAINTAIN LIAISON WITH OTHER RELATED AGENCIES OR DEPARTMENTS THAT WOULD TEND TO FACILITATE THE DEPARTMENT'S OBJECTIVES.

DEPARTMENT ACCIDENT BOARD OF REVIEW

3.367
(Amended
Rule)

There is established in this Department a Review Board whose duty it shall be to study all causal factors in traffic accidents involving departmental vehicles, and to make recommendations pertaining thereto. This Board shall be known as the Department Accident Board of Review.

1. The Department Accident Board of Review shall consist of the following members:

- a. Director of Traffic Chairman
- b. Supervising Captain
- c. Director of Personnel
- d. OFFICER-IN-CHARGE, LEGAL OFFICE (ADVISORY CAPACITY)
- e. Inspector of Automotive Equipment (Advisory capacity)

AMENDED PORTIONS IN CAPS

DOUBLE UNDERLINED NEW SUBTITLE

NEW RULES ADDED IN CAPS

AYES: Commissioner Miller, Garner.
ABSENT: Commissioner Ferrari.

ALFRED J. NELDER
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
TUESDAY, March 10, 1970

PERMANENT ORDER NO. 4

At a meeting of the Police Commission held on Monday, March 9, 1970, the following resolution was adopted:

RESOLUTION NO. 65-70

RULES AND PROCEDURES OF THE SAN FRANCISCO POLICE DEPARTMENT -

RESOLVED, that effective at 8:00 a.m., March 10, 1970, the Rules and Procedures of the San Francisco Police Department be and the same are hereby amended by adding the following rules:

CADETS

3.500

3.501 Cadets are civilian employees of the Department who shall perform the duties as assigned by their commanding officers.

3.503 Cadets shall be assigned to the various units of the Department by the Director of Personnel.

3.505 Commanding officers shall be responsible for the compliance by Cadets under their command of the following Rules and Procedures:

2.13	2.41	2.93	2.121	2.161
2.21	2.45	2.95	2.125	2.163
2.27	2.69	2.99	2.129	2.165
2.31	2.81	2.101	2.133	2.167
2.33	2.83	2.103	2.135	2.169
2.35	2.85	2.105	2.137	2.171
2.37	2.87	2.115	2.145	2.173
2.38	2.89	2.117	2.149	2.175
2.39	2.91	2.119	2.159	2.179
				2.181

AYES: Commissioners Miller, Garner

ABSENT: Commissioner Ferrari.

ALFRED J. NELDER
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE

HALL OF JUSTICE

San Francisco, California
TUESDAY, March 10, 1970

PERMANENT ORDER NO. 5

At a meeting of the Police Commission held on Monday, March 9, 1970, the following resolution was adopted:

RESOLUTION NO. 66-70RULES AND PROCEDURES OF THE SAN FRANCISCO POLICE DEPARTMENT - AMENDED.

RESOLVED, that effective at 8:00 a.m., March 10, 1970, the Rules and Procedures of the San Francisco Police Department be and the same are hereby amended by adding the following rules:

1.30 Shall be added to the following weight and physical fitness standards.

1. The Department shall require all sworn members entering the department on or after March 16, 1970, to meet the below-indicated weight and physical fitness standards while they are members of the department.

In regard to the weight standards, each member shall be required to be examined every six (6) months and should he fail to meet the weight required for his height he shall be given three (3) weeks to comply with said standard or face disciplinary hearing before the Police Commission.

A physical fitness test will be administered at the same time and if a member fails this test he shall be given the opportunity to retake the test on his own time within three (3) weeks of his failure. A second failure shall result in disciplinary hearing before the Police Commission.

Any waiver of the below standards must be approved by the police surgeon.

2. Weight Requirements:

	<u>AGE 21 to 40</u>		<u>OVER 40</u>
	<u>MINIMUM</u>	<u>MAXIMUM</u>	
5' 8"	140	183	186
5' 9"	144	187	190
5' 10"	148	193	196
5' 11"	152	198	201
6'	156	204	207
6' 1"	160	210	213
6' 2"	164	216	219
6' 3"	168	222	225
6' 4"	172	229	232
6' 5"	176	235	238
6' 6"	180	241	244

The waist measure shall not exceed the chest measurement less three inches.

.3 Physical Fitness Test (MUST PASS 4 OUT OF THE 6)

AGE 21 to 40

- a. 20 Push Ups
- b. 20 Sit Ups (Civil Service Standards)
- c. 10 Leg Raises
- d. 5 Pull Ups
- e. 50 Lb. Dumbbell- Five consecutive lifts with each hand.
(Civil Service Standards)
- f. Flexibility (Civil Service Standards)

AGE 40 to 50

- g. 15 Push Ups
- h. 15 Sit Ups (Civil Service Standards)
- i. 5 Leg Raises
- j. 2 Pull Ups
- k. 50 lb. Dumbbell- Two consecutive lifts with each hand.
(Civil Service Standards)
- l. Flexibility (Civil Service Standards)

OVER 50

- m. No physical agility test required but weight requirements must be met.

ALFRED J. NELDER
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE

HALL OF JUSTICE

San Francisco, California
WEDNESDAY, April 1, 1970PERMANENT ORDER NO. 6

At a meeting of the Police Commission held on Monday, March 30, 1970, the following resolution was adopted:

RESOLUTION NO. 82-70RULES AND PROCEDURES OF THE SAN FRANCISCO POLICE DEPARTMENT - AMENDED.

RESOLVED, that effective at 8:00 a.m., Tuesday, March 31, 1970, Rule 7.23 of the Rules and Procedures of the San Francisco Police Department is amended to read as follows:

UNIFORMS AND EQUIPMENT

7.23

No uniform, equipment or weapon shall be worn unless it is prescribed by and conforms with the specifications as set forth in the Uniform and Equipment Specifications which shall be kept on file in the Offices of the Police Commission and Bureau of Personnel.

AYES: Commissioners Garner, Miller, Ferrari.

ALFRED J. NELDER
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
TUESDAY, April 7, 1970

PERMANENT ORDER NO. 7

At a meeting of the Police Commission held on Monday, April 7, 1970, the following resolution was adopted:

RESOLUTION NO. 93-70

RULES AND PROCEDURES OF THE SAN FRANCISCO POLICE DEPARTMENT - AMENDED.

RESOLVED, that effective at 8:00 a.m., Tuesday, April 7, 1970, the Rules and Procedures of the San Francisco Police Department be, and the same are heroby amended as follows:

GENERAL DEPORTMENT

- 2.67 Shall, as soon as practical after the discharge of his firearm, notify the station keeper of the district wherein the incident occurred and submit a written report of such fact to his commanding officer. Such written report shall be in addition to any other report normally made, and a copy shall be forwarded to the OFFICER-IN-CHARGE, LEGAL OFFICE.

(Amended Portion: Caps - underlined)

PROHIBITED ACTIVITIES

- 2.137 Shall, when served with a claim for damages, complaint, summons, or subpoena, involving a possible liability on the part of the City, immediately notify in writing the OFFICER-IN-CHARGE, LEGAL OFFICE, indicating the date and time of service. When served with a summons and complaint, these shall be forwarded immediately with the report.

(Amended Portion: Caps - underlined)

A MEMBER

- 7.09 Shall, while on duty in uniform, be equipped with the following:
- .2 Loaded revolver (minimum 4 inch) EXCEPT THAT COMMISSIONED OFFICERS WHILE WEARING THE OFFICIAL DRESS UNIFORM MAY BE EQUIPPED WITH A LOADED REVOLVER (MINIMUM 2 INCH).

(Amended to add portion: Caps - underlined)

ALFRED J. NELDER
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Tuesday, April 15, 1970

PERMANENT ORDER NO. 8

At a meeting of the Police Commission held on Monday, April 13, 1970, the following resolution was adopted:

RESOLUTION NO. 101-70

UNIFORM SPECIFICATIONS OF THE SAN FRANCISCO POLICE DEPARTMENT - AMENDED BY ADDING SPECIFICATION FOR SAFARILAND HOLSTER OR EQUAL (OPTIONAL).

RESOLVED, that effective at 8:00 a.m. Tuesday, April 14, 1970, the Uniform Specifications for members of the San Francisco Police Department be and the same are hereby amended by adding the following specification:

HOLSTER: Safariland - Model 11A and Model 10A - or approved
(Optional) equal.
 9 - 10z. hard-rolled shoulders.
 All stamping hand stamped, Basket Weave (No flower
 design). No. 5-11 craft tool. Shank is minimum
 18 gauge sheet steel, galvanized. Welting - 11 oz.
 All stitching is dual needle lock stitch with 5 or
 6 wax linen cord.

AYES: Commissioners Garner, Ferrari.

ABSENT: Commissioner Miller.

Note: Attached page to be inserted in the S.F.P.D Uniform Specifications on file in Stations or Bureaus and present page 31 in the booklet to be removed and destroyed.

ALFRED J. NELDER
CHIEF OF POLICE

OFFICIAL UNIFORM BELT AND HOLSTER - ALL RANKS

EXCEPT MOUNTED AND MOTORCYCLE OFFICERS

BELT: Sam Browne Outfit, No. 6SB, Black Leather Basket Weave (No flower design) with brass buckle.

Sam Browne Belt - Buckle shall be worn in line with the center of the body.

CONSTRUCTION: Belt is to be 2-1/4" wide and to be constructed of 8 oz. cowhide with a full lining of 7 oz. cowhide. Belt to be completely saddle stitched, hand made throughout, and buckle to be made of brass metal.

HOLSTER: Blazer No. 45, Black Leather, Basket Weave (No flower design), 4" or 6" in length, with twelve (12) shell loops. All hardware on belt to be made of brass metal.

HOLSTER: Safariland - Model 11A and Model 10A - or approved equal.
(Optional) 9 - 10 oz. hard-rolled shoulders.
(Added All stamping hand stamped, Basket Weave (No flower design).
P.O.No.8 No. 5-11 craft tool. Shank is minimum 18 gauge sheet
Apr.15,1970) steel, galvanized. Welting - 11 oz. All stitching is dual
needle lock stitch with 5 or 6 wax linen cord.

POSITION
OF HOLSTER: Holster shall be worn on the right hand side if right handed. It will rest on the side of the right thigh when standing. If left handed it shall be reversed.

CANCELLED
BY B-1 480

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Tuesday, April 21, 1970

PERMANENT ORDER NO. 9

At a meeting of the Police Commission held on Monday, April 20, 1970, the following resolution was adopted:

RESOLUTION NO. 112-70

RULES AND PROCEDURES OF THE SAN FRANCISCO POLICE DEPARTMENT - AMENDED.

RESOLVED, that effective at 8:00 a.m., April 21, 1970, the following amendments, additions, and deletions are hereby made in the Rules and Procedures of the San Francisco Police Department:

- 2.36 Shall maintain the following weight and physical fitness standards:
- .1 The Department shall require all sworn members entering the department on or after March 16, 1970, to meet the below-indicated weight and physical fitness standards while they are members of the department.

In regard to the weight standards, each member shall be required to be examined every six (6) months and should MEMBER fail to meet the weight required for height, MEMBER shall be given three (3) weeks to comply with said standard or face disciplinary hearing before the Police Commission.

A physical fitness test will be administered at the same time and if a member fails this test, MEMBER shall be given the opportunity to retake the test on his own time within three (3) weeks of failure. A second failure shall result in disciplinary hearing before the Police Commission.

Any waiver of the below standards must be approved by the police surgeon.

(AMENDED to change words: ho to MEMBER and delete the words - his.)

.2 Weight Requirements - MEN

AGE 21 TO 40

	<u>MINIMUM</u>	<u>MAXIMUM</u>	<u>OVER 40</u>
5' 8"	140	183	186
5' 9"	144	187	190
5' 10"	148	193	196
5' 11"	152	198	201
6'	156	204	207
6' 1"	160	210	213
6' 2"	164	216	219
6' 3"	168	222	225
6' 4"	172	229	232
6' 5"	176	235	238
6' 6"	180	241	244

The waist measurement shall not exceed the chest measurement less three inches.

(AMENDED to add portion: Caps - Double Underlined.)

.3 Physical Fitness Test (MUST PASS 4 OUT OF THE 6) - MEN

AGE 21 TO 40

- a. 20 Push-Ups
- b. 20 Sit-Ups (Civil Service Standards)
- c. 10 Leg Raises
- d. 5 Pull-Ups
- e. 50 Lb. Dumbbell - Five consecutive lifts with each hand. (Civil Service Standards)
- f. Flexibility (Civil Service Standards)

AGE 40 TO 50

- g. 15 Push-Ups
- h. 15 Sit-Ups (Civil Service Standards)
- i. 5 Leg Raises
- j. 2 Pull-Ups
- k. 50 Lb. Dumbbell - Two consecutive lifts with each hand. (Civil Service Standards)
- l. Flexibility (Civil Service Standards)

OVER 50

- m. No physical agility test required but weight requirements must be met.

(AMENDED to add portion: Caps - Double Underlined.)

2.36.4 Physical Fitness Standards * Men.

(NEW
RULE
ADDED)

PUSH-UPS:

The officer shall place the palms of hands on the floor; the feet shall be approximately 18" apart with toes on the floor. The body shall be straight and not bent upward or downward during exercise. On the upward movement the elbows will lock out, when extended. On the downward movement the body shall not touch the floor. The only part of the body making contact on the downward movement shall be the right or left ear. Push-ups will be repeated until the specified number has been reached.

SIT-UPS:

The officer lies on his back, knees straight, feet approximately 12" apart, with both hands clasped behind head and feet held firmly down to the floor by another person. The officer then raises his body and bends forward far enough to touch right elbow to left knee. Knees may bend slightly as he sits up. The officer then lowers his body until his back again touches the floor. He again sits up, but this time he touches his left elbow to his right knee, and again lowers his body until his back touches the floor. The officer must complete 20 sit-ups within a 60-second period. Sit-ups that are not completed in accordance with the above instructions will not be counted.

LEG RAISES:

The officer shall be lying in a prone position, facing up. The hands shall be at the sides, head will be off the floor. The legs and feet shall rise off the floor six (6) inches, pause, then the legs shall go up to a vertical position from the floor. The knees shall be locked at all times. The legs shall lower to approximately six (6) inches off the floor. Leg raises will be repeated until the specified number has been reached.

PULL-UPS:

Officer shall grip the bar with hands facing inward or outward at shoulder width. Feet shall be together, arms extended fully. They shall come off the floor in a smooth motion with no jerking or jumping. The body will rise until the chin is touching the bar. The body will then descend and the arms will lock out, feet shall not touch the floor. Pull-ups will be repeated until the specified number has been reached.

50 LB. DUMBBELL:

The officer will lift the dumbbell from the floor, and at the command "GO" will complete five (5) consecutive lifts with each hand, and replace the dumbbell to the floor without dropping it. Lifts are to be made from the lowest reach of the arm to the highest reach without aid of jerk or swing while standing erect with feet close together. No resting is allowed. This goal must be attained with either hand or it will constitute a failure.

FLEXIBILITY:

The officer sits on the floor with his legs stretched out in front of him. Then keeping his legs straight and flat on the floor, with his hands clasped behind his head, bends forward, between legs, bringing his head to a point eight (8) inches from the floor.

2.36.5 Weight Requirements - Women

(NEW RULE ADDED)		<u>MINIMUM</u>	<u>MAXIMUM</u>
	5' 5"	115	140
	5' 6"	118	144
	5' 7"	121	148
	5' 8"	124	152
	5' 9"	127	156
	5' 10"	130	161
	5' 11"	133	166
	6'	136	171

The waist measurement shall not exceed the chest or hip measurement less 5 inches.

2.36.6 Physical Fitness Test (MUST PASS 3 OUT OF THE 4) - Women

(NEW RULE ADDED)	<u>AGE 21 TO 50</u>
a.	3 Push-ups
b.	5 Sit-Ups
c.	5 Leg Raises
d.	Flexibility

OVER 50

- e. No physical agility test required, but weight requirements must be met.

2.36.7 Physical Fitness Standards - Women(NEW
RULE
ADDED)PUSH-UPS:

(from Knee Position) The officer shall place the palms of hands on floor - knees shall be eight (8) to twelve (12) inches apart. The body shall be straight and not bent upward or downward during exercise. On the upward movement the elbows will lock out, when extended. On the downward movement the body shall come approximately half-inch off the floor. This exercise is repeated three (3) times in succession without stopping or pausing to rest.

SIT-UPS:

The officer lies flat on the floor with hands folded on chest, raises trunk to sitting position without lifting feet or knees from the floor. This exercise is repeated five (5) times in succession without stopping or pausing to rest. Feet may be held by another person.

LEG RAISES:

The officer shall be lying in a prone position, facing up. The hands shall be at the sides, head will be off the floor. The legs and feet shall rise off the floor six (6) inches, pause, then the legs shall go up to a vertical position from the floor. The knees shall be locked at all times. The legs shall lower to approximately six (6) inches off the floor. Leg raises will be repeated five (5) times.

FLEXIBILITY:

The officer sits on the floor with her legs stretched out in front of her. Then keeping her legs straight and flat on the floor, with her hands clasped behind her head, bends forward, between legs, bringing her head to a point eight (8) inches from the floor.

AYES: Commissioners Garner, Miller, Ferrari.

ALFRED J. NELDER
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE

HALL OF JUSTICE

San Francisco, California
Tuesday, April 21, 1970

PERMANENT ORDER NO. 10

At a meeting of the Police Commission held on Monday, April 20, 1970, the following resolution was adopted:

RESOLUTION NO. 116-70UNIFORM AND EQUIPMENT SPECIFICATIONS OF THE SAN FRANCISCO POLICE DEPARTMENT - CADET UNIFORMS - AMENDED.

RESOLVED, that effective at 8:00 a.m., April 21, 1970, the following amendments, additions and deletions are hereby made in the Uniform and Equipment Specifications of the San Francisco Police Department for Cadet Uniforms:

SHIRT: Conquer No. 777 SSBY, Light Blue, Short Sleeve.
(AMENDED in its entirety)

TROUSERS: Day Ranger Whipcord, NB, Dark Blue
(AMENDED in its entirety)

TIE: Black four-in-hand, Break Away, SILVER TIE BAR.
(AMENDED to add portion in caps)

SHOES: Black, plain toe.

SOCKS: Black.

BELT: Black leather, BASKET-WEAVE, SILVER BUCKLE.
(AMENDED to add portion in caps)

EMBLEM: Combination of regulation S.F.P.D. shoulder patch and a one-half inchwide embroidered strip bearing the word "CADET" in gold letters on a blue background with a gold border. Cadet strip shall be worn one-half inch from the shoulder seam with the S.F.P.D. emblem placed immediately below and touching. The emblem shall be worn on both shoulders, centered.
(AMENDED in its entirety)

(Shoulder Patch and Embroidered Strip bearing the word "CADET" on file in the Police Commission Office, Room 505, Hall of Justice.)

SHIELD: Similar to that worn by Cross Guards, and to contain the word "Cadot".

CAP: DELETED.

JACKET: DELETED.

AYES: Commissioners Garnor, Miller, Ferrari.

ALFRED J. NELDER
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Wednesday, May 6, 1970

PERMANENT ORDER NO. 11

At a meeting of the Police Commission held on Tuesday, May 5, 1970, the following resolution was adopted:

RESOLUTION NO. 133-70

UNIFORM SPECIFICATIONS OF THE SAN FRANCISCO POLICE
DEPARTMENT FOR WOMEN PROTECTIVE OFFICERS - AMENDED.

RESOLVED, that effective at 8:00 a.m., May 6, 1970, the Uniform Specifications of the San Francisco Police Department for Women Protective Officers be and the same are hereby amended as follows:

HOLSTER BAG: To be of black leather,
(Amended) flat stitched throughout.

AYES: Commissioners Garnor, Millor, Ferrari.

ALFRED J. NELDER
CHIEF OF POLICE

P.O. NO. 11
5-6-70

OFFICE OF THE CHIEF OF POLICE

HALL OF JUSTICE

San Francisco, California
Wednesday, June 3, 1970

PERMANENT ORDER NO. 12

At a meeting of the Police Commission held on Monday, June 1, 1970, the following resolution was adopted:

RESOLUTION NO. 163-70RULES AND PROCEDURES OF THE SAN FRANCISCO POLICE DEPARTMENT - AMENDED.

RESOLVED, that effective at 8:00 a.m., June 2, 1970, the following amendments and deletions are hereby made in the Rules and Procedures of the San Francisco Police Department:

PROBATIONARY OFFICER'S RATINGS

5.71 AMENDED The rating system to be employed shall be administered in two (2) parts. The first part of the system shall apply while the probationer is assigned at the Police Academy for recruit training. During this period of training the probationer will be rated on the following qualifications:

- .1 Personal Traits
- .2 Physical Activities
- .3 Scholastic Activities

5.73 AMENDED The second phase of the rating system shall be applied after the probationer has left the Police Academy and has been assigned to regular duty. The probationer's platoon commander shall thereafter submit monthly evaluation reports to the Director of Personnel until one (1) month prior to the completion of his probationary period. These reports shall consist of comments on the probationer's progress, his performance, and a recommendation concerning his permanent appointment.

5.75 AMENDED A final rating shall be made by the Director of Personnel and he shall submit a recommendation to the Chief of Police prior to the completion of the probationary term.

- .1 DELETED.
- .2 DELETED.
- .3 DELETED.

AYES: Commissioners Miller, Ferrari.

ABSENT: Commissioner Garner.

ALFRED J. NELDER
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Thursday, June 4, 1970

PERMANENT ORDER NO. 13

At a meeting of the Police Commission held on Monday, June 1, 1970, the following resolution was adopted:

RESOLUTION NO. 164-70

PARAGRAPH 2, SUBSECTION (E) OF PERMANENT ORDER NO. 4,
DATED THURSDAY, JULY 7, 1966 - AMENDED.

RESOLVED, that effective at 8:00 a.m., June 2, 1970, Subsection (E) of Permanent Order No. 4, dated Thursday, July 7, 1966, is hereby amended to read as follows:

- (E) Permission to engage in Secondary Employment shall be for employment within a thirty (30) mile radius of San Francisco, solely for the specific employment for which application was submitted, AND SHALL BE VALID FOR THE BALANCE OF THE FISCAL YEAR (JUNE 30) OR UNTIL COMPLETION OF THE EMPLOYMENT FOR WHICH IT WAS ISSUED, IF LESS THAN ONE FISCAL YEAR. Permission may be renewed upon application by the member in the same manner and under the same conditions in which the original permission was obtained and shall be made not less than ten (10) days prior to the termination date. Permission may be revoked at any time by the Chief of Police. If there is a change in the employer or the duties of employment, the member shall immediately submit a new request.

Amended portion: Caps - Underlined.

AYES: Commissioners Millor, Ferrari.

ABSENT: Commissioner Garner.

ALFRED J. NELDER
CHIEF OF POLICE

P.O. NO. 13
6-4-70

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Manday, June 22, 1970

PERMANENT ORDER NO. 14

SERVICE OF SUBPOENAS ON MEMBERS OF THE POLICE DEPARTMENT
FOR THE PURPOSE OF APPEARING AS WITNESSES IN CIVIL ACTIONS
OR FOR THE TAKING OF DEPOSITIONS IN CIVIL ACTIONS

1. Reference is made to Permanent Order No. 7 of September 24, 1963, which sets up the procedure for members of the Police Department appearing as witnesses in civil actions or for the taking of depositions in civil actions.
2. a) Sections 68097.1, 68097.2 and 68097.5 of the Government Code have been amended by the State Legislature so as to require the deposit of \$45.00 when a member of the Police Department is subpoenaed to appear as a witness before any court "or other tribunal" in any civil action or proceeding in connection with a matter regarding an event or transaction which he has perceived or investigated in the course of his duties.
- b) "Tribunal" has been defined to mean any person or body before whom or which attendance of witnesses may be required by subpoena, including an arbitrator in arbitration proceedings.
3. These amendments mean that any subpoena served on a member of the Police Department requiring his appearance as a witness before any court or other tribunal in a civil action must contain the certification that the sum of \$45.00 has been deposited with the Clerk of the Court or the tribunal prior to the issuance of the subpoena. If this certification is not on the subpoena, the Chief's Office shall be notified, and it shall be the duty of the personnel in that office to contact the Clerk of the Court or the tribunal to ascertain if the \$45.00 has been deposited. If the \$45.00 has not been deposited, the subpoena shall be invalid and the person serving same shall be so notified so that he may arrange to have the \$45.00 deposited as required by law.
4. The \$45.00 fee collected by a tribunal, as defined in Paragraph 2b above, shall be posted by the tribunal at the Office of Controller, City Hall, for deposit to the following account: Revenue No. 7149, Account No. 1910. In the event the \$45.00 fee is brought to the Hall of Justice instead of being deposited with the Controller, it shall be posted in the Property Clerk's Office for subsequent deposit to Revenue No. 7149, Account No. 1910.
5. Where the City and County of San Francisco or the Police Department is either the Plaintiff or the Defendant in a civil action, a member must accept the subpoena without the statutory \$45.00 fee being deposited.
6. The provisions of this Permanent Order cancel Permanent Order No. 5, dated September 19, 1966, in its entirety.

ALFRED J. NELDER
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE

HALL OF JUSTICE

San Francisco, California
Tuesday, June 30, 1970

PERMANENT ORDER NO. 15

At a meeting of the Police Commission held on Monday, June 29, 1970, the following resolution was adopted:

RESOLUTION NO. 198-70RULES AND PROCEDURES OF THE SAN FRANCISCO POLICE DEPARTMENT - AMENDED.

RESOLVED, that effective at 8:00 a.m., July 1, 1970, the following amendments are hereby made in the Rules and Procedures of the San Francisco Police Department:

MEDAL OF VALOR AWARD

5.119 Awards for the Medal of Valor shall consist of three (3) types:

.1 Gold Medal of Valor, when all the following elements exist:

- A. Outstanding bravery above and beyond that expected in line of duty.
- B. Where failure to take such action would not justify censure.
- C. Where the risk of life actually existed and the member had sufficient time to evaluate it.
- D. Where the objective is of sufficient importance to justify the risk.
- E. Where the member accomplishes his objective or is prevented from same by incurring a disabling injury or death.

.2 Silver or Bronze Medal of Valor, when all the following exist:

- A. Where the member manifests outstanding bravery in the performance of his duty under circumstances not within the provisions required for a Gold Medal of Valor.
- B. Where the member risks his life with full and unquestionable knowledge of the danger involved or where a reasonable person would assume his life was in great danger.
- C. Where his objective is of sufficient importance to justify the risk.
- D. Where the member accomplishes his objective or is prevented from same by circumstances beyond his control. The members of the Award Committee shall evaluate the objective, the risk, the degree of danger and determine by their vote whether a silver or bronze Medal of Valor shall be granted.

.3 Wearing Medal of Valor.

A. A member may wear his Medal of Valor award on his dress uniform jacket during ceremonious occasions as designated by the Chief of Police.

B. Members receiving additional awards of valor will be issued gold ~~or~~ silver stars that will be affixed to the ribbon of the previously awarded Medal of Valor.

✓ or Bronze

Connected by
Teletype No 04640
Wed. July 1, 1940
H.N. SW:EF
B 942

MERITORIOUS CONDUCT (no medal involved)

5.120 (New Rule Number) In making an investigation in a serious felony case, when it is shown that the apprehension was made possible by diligent and painstaking research on the part of the member and where it clearly appears that he correctly weighed and evaluated all the clues and circumstances at his disposal. This award does not contemplate arrests made solely on the information of an informant.

5.121 A member, other than a commanding officer, performing an act, which, in his belief, would qualify under these provisions, shall submit a report in writing to his commanding officer setting forth the full particulars surrounding such performance of police duty.

5.123 The commanding officer shall make a personal investigation to determine if said act comes within the provisions as set forth above, and shall submit his personal report to the Chief indicating approval or disapproval.

5.125 A commanding officer performing an act which, in his belief, would qualify under these provisions shall submit his initial report to the Chief. The Chief shall detail a senior officer to investigate.

5.127 Application for award under these provisions shall be made within thirty (30) days after the date upon which the alleged act was performed. The Award Committee shall not consider an application unless made and filed as herein provided. The Chief shall refer such reports to the Award Committee.

AWARD COMMITTEE

5.129 Shall consist of the following:

- .1 One (1) member of the Police Commission who shall act as Chairman.
- .2 All Civil Service Captains of Police, provided that such captains when granted a leave of absence to accept appointive positions within the department shall remain members of the Board.
- .3 In the absence of the Chairman, the members of the committee present shall elect a Chairman for that particular meeting.

- 131 In the hearing of applications, the Award Committee shall be governed by the following rules:
- .1 Six (6) members shall constitute a quorum for the transaction of all business.
 - .2 Applications shall be heard and voted upon separately, provided, however, that when two (2) or more members apply for an award arising out of their joint acts, their applications may be heard and voted upon at the same time.
 - .3 Should a member of the Award Committee make application on behalf of a member for an award, the said member of the committee may participate in the hearing and may be a witness, but he shall be disqualified from voting.
 - .4 A two-thirds vote of those present at the hearing and authorized to vote shall be necessary to approve any application. In voting on applications, members of the Committee may vote a gold, silver, or bronze award of valor, or reject the application, regardless of the recommendation of the submitting officer. In the event an applicant does not receive the necessary two-thirds vote for approval in the highest grade for which votes are received, those votes shall be added to the votes which are received in the lower grades in descending order until the required two-thirds majority is received. However, the award for Meritorious Conduct, outstanding investigation, shall be voted a single grade and thereby not be interpreted as an award of valor.
 - .5 Voting on applications shall be by secret ballot, however, this provision may be waived by unanimous approval of members present.
- 33 The Award Committee may call and examine witnesses regarding the matters to be heard and determined.
- 35 Nothing as herein provided shall be deemed to prohibit the Award Committee from recommending that a member be commended by his commanding officer.

- 37 The Secretary of the Police Commission, is hereby designated as Secretary of the Award Committee, shall keep a record of the proceedings. Shall return all applications to the Chief with the action of the committee endorsed thereon.

THE CHIEF

- 39 After the Award Committee has acted, the Chief shall forward said applications to the Board with his approval or disapproval endorsed thereon.

THE BOARD

- 41 May reward any member for valor or meritorious conduct. The form or amount of said reward shall be discretionary with the Board, but must not exceed one (1) months salary in any one instance. Shall exercise an independent judgement and may investigate the matter anew in considering applications for the Medal of Valor or Meritorious Conduct Award. The approval or disapproval of such applications by the Award Committee or by the Chief shall not be binding on the Board. The Medal of Valor or the Meritorious Conduct Award shall not be effective until the approval of the Board has been obtained.

AMENDMENTS: Underscored words are additions to the present Rules and Procedures.

P.D. MESSAGE TRANSMISSION REQUEST

DATE Wed. July 1, 1970SEND TO COMPANY CO. A. E. S. ADDRESS _____DETAIL POLICE COMMISSION BY SECRETARY*M. E. Fagan*

RADIO LOCAL <input type="checkbox"/>	TT LOCAL <input checked="" type="checkbox"/>	APB <input type="checkbox"/>	WU <input type="checkbox"/>	NITE LETTER <input type="checkbox"/>	CHARGE <input type="checkbox"/>
RADIO MICRO <input type="checkbox"/>	TT STATE <input type="checkbox"/>	<input type="checkbox"/>	STRAIGHT <input type="checkbox"/>	DAY LETTER <input type="checkbox"/>	S.F.P.D. COLLECT <input type="checkbox"/>

Re Permanent Order No. 15, dated June 30, 1970, Page Two of (4)

Rule 5.119.3, subsection B. is corrected to read: Members receiving additional awards of valor will be issued gold, silver or bronze stars that will be affixed to the ribbon of the previously awarded Medal of Valor.

LOCAL TELETYPE

15640

REQUEST FOR RETROACTIVE MEDALS OF VALOR

Mombers awarded a First, Second or Third Grade Moritorious Conduct Citation for courageous acts (as distinguished from a Third Grade Meritorious Award for outstanding investigation) may present proof of said Award to the Chief in order to obtain permission to purchase the corresponding gold, silver or bronze Medal of Valor.

AYES: Commissioners Garner, Miller, Ferrari.

ALFRED J. NELDER
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

*Cancelled - See Perm. #19
9/16/70*

San Francisco, California
Friday, 17 Jul 70

PERMANENT ORDER NO. 16

SUGGESTION PANEL

1. A Suggestion Panel is hereby created within the Department which shall consist of five members; one Captain, one Lieutenant, one Sergeant, one Patrolman and one member from the Bureau of Inspectors. The Executive Secretary for the panel is designated as the officer-in-charge of the General Office, Room 553, Hall of Justice.
2. Members are encouraged to submit suggestions regarding police ~~procedures~~ to the Executive Secretary of the Suggestion Panel in duplicate, with an additional copy to his Commanding Officer. The Executive Secretary will acknowledge receipt of the suggestion and return the copy to the member submitting it.
3. The Panel shall study and review suggestions, and will meet with the Chief of Police and his staff once a month or more frequently, if necessary, to discuss all suggestions. Meetings shall be called by the Secretary of the Suggestion Panel.
4. The donor shall receive a written reply to his suggestion.
5. The following members of the Department are hereby designated as the Suggestion Panel:

Captain Edward J. Loherty
Lieutenant Robert C. Seghy
Inspector Gus M. Careris
Sergeant Victor Macia
Officer Joseph Patterson

Executive Secretary to
the Suggestion Panel:
Lieutenant John F. Kerrigan

ALFRED J. NELDER
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Wednesday, 19 Aug 70

PERMANENT ORDER NO. 17

At a meeting of the Police Commission held on Monday, 17 Aug 70, the following resolution was adopted:

RESOLUTION NO. 254-70

MODIFIED DISTRICT BOUNDARIES OF CENTRAL AND NORTHERN POLICE DISTRICTS.

RESOLVED, that the recommendation of the Chief of Police that the boundaries of the Central and Northern Police Districts be modified as follows be and the same is hereby approved.

Effective 0800 hours, Tuesday, 1 Sep 70, the District Boundaries of the Central and Northern Police Districts shall be modified as follows:

1. COMPANY "A" CENTRAL POLICE DISTRICT

Beginning at the intersection of the prolongation of the center line of ((Leavenworth Street)) VAN NESS AVENUE and the waters of the San Francisco Bay; thence easterly and southerly along the waters of the San Francisco Bay to the intersection of the prolongation of the southern boundary of the Union Depot (Ferry Building); thence southwesterly along the prolongation of the southern boundary of the Union Depot to the center line of the Embarcadero, thence northwesterly along the center line of the Embarcadero to the center line of Market Street; thence southwesterly along the center line of Market Street to the center line of Leavenworth Street; thence northerly along the center line of Leavenworth Street to the center line of Broadway; thence westerly along the center line of Broadway ((to the east boundary of the military reservation; thence northerly along the east boundary of the military reservation (including the semi-circular drive to the west of the Palace of Fine Arts) to the waters of the San Francisco Bay to the point of commencement.)) TO VAN NESS AVENUE; THENCE NORTHERLY ALONG THE CENTER LINE OF VAN NESS AVENUE TO THE POINT OF COMMENCEMENT.

Note: Double Parenthesis (()) indicates the deleted portion from the present district boundaries.

Caps indicate the additions to the district boundary.

P. O. No. 17
19 Aug 70

19 Aug 70

2. COMPANY "E" NORTHERN POLICE DISTRICT

Beginning at the point where the center line of Leavenworth Street intersects the center line of Market Street; thence southwesterly along the center line of Market Street to the center line of Duboce Avenue; thence westerly along the center line of Duboce Avenue to the center line of Steiner Street to the center line of Broadway; ((thence easterly along the center line of Leavenworth Street to the point of commencement.)) THENCE WESTERLY ALONG THE CENTER LINE OF BROADWAY TO THE EAST BOUNDARY OF THE MILITARY RESERVATION (INCLUDING THE SEMI-CIRCULAR DRIVE TO THE WEST OF THE PALACE OF FINE ARTS) TO THE WATERS OF THE SAN FRANCISCO BAY TO THE INTERSECTION OF THE WATERS OF THE BAY WITH THE PROLONGATION OF THE CENTER LINE OF VAN NESS AVENUE; THENCE SOUTHERLY ALONG VAN NESS AVENUE TO THE CENTER LINE OF BROADWAY; THENCE TO THE CENTER LINE OF LEAVENWORTH STREET; THENCE SOUTHERLY TO THE POINT OF COMMENCEMENT.

Note: Double Parenthesis (()) Indicates the deleted portion from the present district boundaries.

Cops indicate the additions to the district boundary.

AYES: Commissioners Gerner, Miller, Ferrari

ALFRED J. NELDER
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Wednesday, 16 Sep 70

PERMANENT ORDER NO. 18

At a meeting of the Police Commission held on Monday, 31 Aug 70, the following resolution was adopted:

RESOLUTION NO. 281-70

RULES AND REGULATIONS FOR THE CONTROL OF THE SAN FRANCISCO POLICE AUXILIARY RESERVE - AMENDED

RESOLVED, that effective at 0800 hours, 1 Sep 70, the following amendments are hereby made in the Rules and Regulations for the control of the San Francisco Police Auxiliary Reserve:

1. c. A male resident of the City and County of San Francisco over twenty-one (21) years of age and not immediately subject to service with the armed forces, HOWEVER, AT DISCRETION OF THE CHIEF OF POLICE, THE APPLICANT MAY RESIDE WITHIN THIRTY (30) AIRLINE MILES OF SAN FRANCISCO.

(Amended portion - CAPS UNDERSCORED - Added portion)

5. Each sworn member of the Reserve MAY be furnished on approved dress or uniform for his personal use while performing assigned police duties. Said items of dress are and shall remain the property of the City and County of San Francisco to be returned by the member upon his severance of connections with the Reserve.

(Amended portion - CAPS UNDERSCORED)

10. Each member of the Reserve shall, while on duty be equipped with a pocket club, flashlight, whistle, signal-box key, and note book, all of which shall be kept in a satisfactory condition and available for immediate use. THE CHIEF OF POLICE MAY EXCEPT A RESERVE MEMBER FROM THIS RULE IF HE DEEMS IT SO ADVISABLE.

(Amended portion - CAPS UNDERSCORED - Added portion)

16. d. THE CHIEF OF POLICE MAY, AT HIS DISCRETION, APPOINT MEMBERS TO THE SAN FRANCISCO POLICE AUXILIARY RESERVE AND GIVE THEM AUTHORITY AS PEACE OFFICERS TO ENFORCE SPECIFIC SECTIONS OF THE SEVERAL CODES OF THE STATE OF CALIFORNIA AND THE SEVERAL CODES OF THE CITY AND COUNTY OF SAN FRANCISCO.

(Amended portion - CAPS UNDERSCORED - New rule added)

- 26-1/2. WHERE THE REGULAR EMPLOYMENT OF THE RESERVE OFFICER CONSISTS OF ENFORCING THE SEVERAL CODES OF THE STATE OF CALIFORNIA OR THE ORDINANCES OF THE CITY AND COUNTY OF SAN FRANCISCO SUCH WORK SHALL, AT THE DISCRETION OF THE CHIEF OF POLICE, BE CONSIDERED AS PUBLIC SERVICE, UNDER THE PROVISIONS OF ORDINANCE 40-45, SECTION 7.1, SUB-SECTION J, AND RULE 1.3 OF THE RULES AND REGULATIONS FOR THE CONTROL OF THE SAN FRANCISCO POLICE AUXILIARY RESERVE.

(Amended portion - CAPS UNDERSCORED - New rule added)

AYES: Commissioners Gerner, Miller, Ferreri

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

*Cancelled -
See Perm. Order #2,
2/6/75*

San Francisco, California
Wednesday, 16 Sep 70

PERMANENT ORDER NO. 19

SUGGESTION PANEL

1. A suggestion Panel is hereby created within the Department which shall consist of five members: one Captain, one Lieutenant, one Sergeant, one Patrolman and one member from the Bureau of Inspectors. The Executive Secretary for the panel is designated as the officer-in-charge of the General Office, Room 553, Hall of Justice.
2. Members are encouraged to submit suggestions regarding police problems, procedures, etc., to the Panel in care of the Executive Secretary of the Suggestion Panel in duplicate, with an additional copy to his Commanding Officer. The Executive Secretary will acknowledge receipt of the suggestion and return the copy to the member submitting it.
3. The Panel shall study and review all suggestions, and will meet with the Chief of Police and his staff once a month or more frequently, if necessary, to discuss all suggestions. Meetings shall be called by the Secretary of the Suggestion Panel.
4. The donor shall receive a written reply to his suggestion.
5. The following members of the Department are hereby designated as the Suggestion Panels:

Captain Edward J. Laherty
Lieutenant Robert C. Seghy
Inspector Gus M. Careris
Sergeant Victor Mocio
Officer Joseph Patterson
6. Provisions of this Permanent Order will cancel Permanent Order No. 16, dated 17 Jul 70.

Executive Secretary to
the Suggestion Panel:
Lieutenant Robert C. Seghy

ALFRED J. NELDER
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Wednesday, 16 Sep 70

*Cancelled
see Perm. Order
21 11/8/71*

PERMANENT ORDER NO. 20

PUBLIC RECOGNITION AWARD

1. In order that outstanding assistance rendered to the police by individuals be duly recognized, the San Francisco Police Officers Association in cooperation with the Chief of Police, established a Public Recognition Award on 21 May 63.
2. A committee of five has been selected, representing all ranks of the Department and will be known as the Public Recognition Award Committee. The Committee will review reports submitted to them and select the person or persons to whom awards will be presented; more than one individual may receive an award.
3. Presentation of awards will be made annually by the Chief of Police on Police Memorial Day during National Police Week.
4. The following members have been selected to serve on the Committee:

Captain Harry L. Nelson, Chairman
Lieutenant Robert C. Seghy
Sergeant Thomas G. Dempsey
Inspector John W. Collins
Officer Jeffrey C. Brosch

5. When a member of the Department receives assistance from a citizen and feels that such assistance warrants consideration by the Committee, he shall indicate on the police report in the box designated for copies the letters, "P.R.A." (copy for Public Recognition Award Committee).
6. Five copies of all police reports marked "P.R.A." shall be sent by the Director of the Bureau of Criminal Information to Lieutenant Robert C. Seghy, c/o General Office, for distribution to the members of the Committee.
7. Examples of the types of assistance for which an award may be granted but not necessarily limited thereto would be: for physical assistance rendered to a police officer in making an arrest; for information leading to the arrest of a suspect; for actual physical restraint or capture of a suspect. Juveniles, as well as adult persons, will be eligible to receive an award.
8. The provision of this Permanent Order cancel General Order No. 107, dated 28 Jul 70, in its entirety.

ALFRED J. NELDER
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Thursday, 1 Oct 70

PERMANENT ORDER NO. 21

At a meeting of the Police Commission held on Monday, 28 September 1970, the following resolutions were adopted:

RESOLUTION NO. 308-70

MANUAL OF RULES AND PROCEDURES FOR PATROL SPECIAL OFFICERS
AND ASSISTANT PATROL SPECIAL OFFICERS OF THE SAN FRANCISCO
POLICE DEPARTMENT - ADOPTED

RESOLVED, that a Manual of Rules and Procedures for Patrol Special Officers and Assistant Patrol Special Officers of the San Francisco Police Department as submitted by Chief of Police Alfred J. Nelder be, and the same is hereby adopted effective 0800 hours, 1 Oct 70.

RESOLUTION NO. 309-70

RULES AND PROCEDURES OF THE SAN FRANCISCO POLICE
DEPARTMENT - AMENDED

RESOLVED, that the Rules and Procedures of the San Francisco Police Department are hereby amended effective 0800 hours, 1 Oct 70, by deleting the following rules:

PATROL SPECIAL OFFICERS

3.401, 3.403, 3.405, 3.407, 3.409, 3.411, 3.413, 3.415, 3.417, 3.419, 3.421, 3.423, 3.425, 3.427, 3.429, 3.431, 3.433 and 3.435 in its entirety.

AYES: Commissioners Miller, Garner

ABSENT: Commissioner Ferrari

ALFRED J. NELDER
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Friday, 23 Oct 70

PERMANENT ORDER NO. 22

REPEATING TELETYPE MESSAGE #1602, DATED THURSDAY,
5 MAR 70:

RE PERMANENT ORDER NO. 3, DATED 4 MAR 70, PAGE 2 -
RULE 3.187.3, SUBSECTION .d, THE POLICE ARSENAL (HALL OF
JUSTICE) WAS TRANSFERRED TO THE RANGE MASTER, RULE
3.231 IN PERMANENT ORDER NO. 9, DATED THURSDAY,
28 AUG 69, AND IS STILL UNDER THE JURISDICTION OF THE
RANGEMASTER. THE ONLY PORTION OF RULE 3.187 DELETED
BY PERMANENT ORDER NO. 3, DATED 4 MAR 70, IS 3.187.4,
AND THIS PORTION HAS BEEN INSERTED IN A NEW SECTION
UNDER RULE 3.279.5.

ALFRED J. NELDER
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Tuesday, 27 Oct 70

PERMANENT ORDER NO. 23

At a meeting of the Police Commission held on Monday, 19 Oct 70, the following resolutions were adopted:

RESOLUTION NO. 342-70

MEMBERS OF THE DEPARTMENT TO BE AWARDED FOR SUGGESTIONS FOR IMPROVEMENT AND EFFICIENCY AND EFFECTIVENESS OF THE POLICE DEPARTMENT - APPROVED.

WHEREAS, Chief of Police Alfred J. Nelder has formed a Suggestion Panel in the Police Department, Permanent Order No. 16, 17 Jul 70, consisting of six members of the Police Department to which suggestions for improvement of efficiency and effectiveness of the Police Department are submitted by members of the Department; and

WHEREAS, Chief of Police Alfred J. Nelder has recommended to the Police Commission that members of the Police Department pursuant to the provisions of Section 35.11 of the Charter of the City and County of San Francisco submitting suggestions which are approved by the Suggestion Panel and upon the approval of the Chief of Police and his staff be granted four hours extra duty time for each such suggestion; therefore be it

RESOLVED, that the Police Commission upon the recommendation of the Chief of Police Alfred J. Nelder does hereby authorize pursuant to Section 35.11 of the Charter of the City and County of San Francisco the granting of a minimum of four hours extra duty time and not to exceed eight hours extra duty time to members of the Police Department for each suggestion approved by the Suggestion Panel and upon the approval of the Chief of Police and his staff.

AYES: Commissioners Garner, Miller, Ferreri.

* * * * *

RESOLUTION NO. 343-70

EQUIPMENT AND UNIFORM SPECIFICATIONS FOR MEMBERS OF THE SAN FRANCISCO POLICE DEPARTMENT - APPROVED.

RESOLVED, that the Equipment and Uniform Specifications for members of the San Francisco Police Department, as submitted by Chief of Police Alfred J. Nelder be, and the same are hereby adopted effective 0800, 1 Nov 70.

AYES: Commissioners Garner, Miller, Ferreri.

* * * * *

RESOLUTION NO. 344-70RULES AND PROCEDURES OF THE SAN FRANCISCO
POLICE DEPARTMENT - AMENDED.

RESOLVED, that effective at 0800, 20 Oct 70, the following amendments are hereby made in the Rules and Procedures of the San Francisco Police Department by adding subsections to the following Sections:

- Section 7.09 . by adding new subsection
 .13 Warning Card setting forth
 individual's legal rights.
- Section 7.11 . by adding new subsection
 .7 Warning Card setting forth
 individual's legal rights.

AYES: Commissioners Garner, Miller, Ferrari.

* * * * *

RESOLUTION NO. 347-70UNIFORM SPECIFICATIONS FOR TRAFFIC CONTROL OFFICERS,
TRAFFIC BUREAU - APPROVED.

RESOLVED, that the Uniform Specifications for Traffic Control Officers, Traffic Bureau, San Francisco Police Department, as submitted by Chief of Police Alfred J. Nelder be, and the same are hereby adopted effective 0800, 1 Nov 70.

AYES: Commissioners Garner, Miller, Ferrari.

ALFRED J. NELDER
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Tuesday, 10 Nov 70

PERMANENT ORDER NC. 24

At a meeting of the Police Commission held on Monday,
2 Nov 70, the following resolution was adopted:

RESOLUTION NO. 358-70

OFFICIAL RULE BOOK OF THE SAN FRANCISCO POLICE
DEPARTMENT - APPROVED.

RESOLVED, that the Police Commission does hereby
designate and approve that the copy of the Rules and Procedures
of the San Francisco Police Department as maintained in the
Office of the Police Commission as the Official Rule Book of
the San Francisco Police Department and that the responsibility
for the maintenance of said book is delegated to the Secretary
of the Police Commission.

AYES: Commissioners Garner, Miller, Ferrari.

ALFRED J. NELDER
CHIEF OF POLICE

*What about
Mm of 68
until
now?*

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Monday, 16 Nov 70

PERMANENT ORDER NO. 25

At a meeting of the Police Commission held on Monday,
9 Nov 70, the following resolution was adopted:

RESOLUTION NO. 367-70

UNIFORM AND EQUIPMENT SPECIFICATIONS OF THE SAN
FRANCISCO POLICE DEPARTMENT - SERVICE SUIT FOR ALL RANKS -
AMENDED.

RESOLVED, that effective at 0800 hours, 10 Nov 70, the
following amendment in the specifications of the service suit for all
ranks is hereby made in the Uniform and Equipment Specifications
for members of the San Francisco Police Department:

SERVICE SUIT FOR ALL RANKS

DESCRIPTION: One piece, solid color, dark blue,
65 percent Dacron, 35 percent cotton,
seven ounces per square yard. J. P.
Stevens Style No. 4296, twill or its
equal. Design comparable to Workrite
Fabricator, Inc., Style No. 2038.
Material must be machine washable,
permanent press; shrinkage guaranteed
to be no more than 1 percent; dyes to
be colorfast.

AYES: Commissioners Gerner, Miller, Ferreri.

NOTE: Complete specifications on the tailoring of the
service suit are included in the booklet for the
Uniform and Equipment Specifications for members
of the San Francisco Police Department.

ALFRED J. NELDER
CHIEF OF POLICE

P. O. No. 25
16 Nov 70

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Thursday, 19 Nov 70

PERMANENT ORDER NO. 26

At a meeting of the Police Commission held on Monday, 16 Nov 70, the following resolution was adopted:

RESOLUTION NO. 381-70

UNIFORM AND EQUIPMENT SPECIFICATIONS OF THE SAN FRANCISCO
POLICE DEPARTMENT - OFFICIAL EMBLEMS OF RANK AND UNIFORM
CAP - AMENDED.

RESOLVED, that effective at 0800 hours, 17 Nov 70, the following amendment in the specifications of Official Emblems of Rank and Uniform Cap for certain positions within the Police Department is hereby made in the Uniform and Equipment Specifications for members of the San Francisco Police Department:

OFFICIAL EMBLEMS FOR CERTAIN RANKS

<u>CHIEF</u>	<u>Collar Bar</u>	Three fire-gilt metal stars, one-half inch wide between points. To have clutch fasteners.
	<u>Shoulder Bar</u>	Three fire-gilt metal stars, one inch wide between points on each shoulder strap.
<u>DEPUTY CHIEF</u>	<u>Collar Bar</u>	Two fire-gilt metal stars, one-half inch wide between points. To have clutch fasteners.
	<u>Shoulder Bar</u>	Two fire-gilt metal stars, one inch wide between points on each shoulder strap.
<u>CHIEF OF INSPECTORS and DIRECTOR OF TRAFFIC</u>	<u>Collar Bar</u>	One fire-gilt metal star, one-half inch wide between points. To have clutch fasteners.
	<u>Shoulder Bar</u>	One fire-gilt metal star, one inch wide between points on each shoulder strap.
<u>SUPERVISING CAPTAIN and DEPARTMENT SECRETARY</u>	<u>Collar Bar</u>	One fire-gilt metal eagle one-half inch by one inch. To have clutch fasteners.
	<u>Shoulder Bar</u>	One fire-gilt metal eagle one inch wide on each shoulder strap.

P. O. No. 26

Page 2

19 Nov 70

<u>DIRECTOR OF</u>	<u>Collar Bar</u>	<u>One fire-gilt metal oakleaf</u>
<u>PERSONNEL</u>		<u>one-half inch wide. To have</u>
<u>DIRECTOR OF</u>		<u>clutch fasteners.</u>
<u>CRIMINAL</u>		
<u>INFORMATION</u>	<u>Shoulder Bar</u>	<u>One fire-gilt metal oakleaf, one</u>
<u>DIRECTOR OF</u>		<u>inch wide on each shoulder strap.</u>
<u>BUREAU OF</u>		
<u>SPECIAL SERVICES</u>		
<u>CAPTAIN OF</u>		
<u>INSPECTORS</u>		
<u>CAPTAIN OF</u>		
<u>TRAFFIC</u>		
<u>CHIEF OF</u>	<u>Uniform Cop</u>	<u>To be the same as that provided</u>
<u>INSPECTORS</u>		<u>for Deputy Chief of Police.</u>
<u>DIRECTOR OF</u>		
<u>TRAFFIC</u>		
<u>SUPERVISING</u>		
<u>CAPTAIN</u>		
<u>DEPARTMENT</u>		
<u>SECRETARY</u>		
<u>DIRECTOR OF</u>		
<u>PERSONNEL</u>		
<u>DIRECTOR OF</u>		
<u>CRIMINAL</u>		
<u>INFORMATION</u>		
<u>CAPTAIN OF</u>		
<u>INSPECTORS</u>		
<u>CAPTAIN OF</u>		
<u>TRAFFIC</u>		
<u>DIRECTOR OF</u>		
<u>BUREAU OF</u>		
<u>SPECIAL SERVICES</u>		

AYES: Commissioners Miller, Ferreri

ABSENT: Commissioner Garner

ALFRED J. NELDER
CHIEF OF POLICE

P. O. No. 26
19 Nov 70

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OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Monday, 23 Nov 70

PERMANENT ORDER NO. 27

At a meeting of the Police Commission held on Monday, 16 Nov 70, the following resolutions were adopted:

RESOLUTION NO. 382-70

DESIGNATING THE SAN FRANCISCO POLICE OFFICERS ASSOCIATION
AS THE PRINCIPAL EMPLOYEE ORGANIZATION FOR THE SWORN
PERSONNEL OF THE SAN FRANCISCO POLICE DEPARTMENT UNDER
THE TERMS SET FORTH IN THE MEYERS-MILIAS-BROWN ACT

WHEREAS it is necessary and desirable to promote the welfare of the sworn personnel of the San Francisco Police Department by providing a reasonable method of resolving disputes regarding wages, hours, and other terms and conditions of employment between the members of the Police Department and the Police Commission and the City and County of San Francisco; and

WHEREAS the said San Francisco Police Officers Association is composed solely of sworn personnel of the San Francisco Police Department; and

WHEREAS the San Francisco Police Officers Association represents 1,670 of the 1,806 members of the Police Department; and

WHEREAS the Police Officers Association concerns itself solely and exclusively with wages, hours and working conditions, welfare programs and advancement of academic training in the furtherance of the Police profession; and

WHEREAS it is necessary and desirable that there be a recognized Employee Organization as more fully described in the Meyers-Milias-Brown Act; and

WHEREAS the City Administration is presently negotiating with various Labor Organizations and various Service Organizations to establish bargaining procedures as called for under the Meyers-Milias-Brown Act; and

WHEREAS pending a resolution by the City of a procedure to operate across the board under the provisions of the Meyers-Milias-Brown Act, the Police Commission designates the Police Officers Association as the principal recognized bargaining agent for all of the sworn officers of the San Francisco Police Department; and

WHEREAS the Police Commission will meet and confer with any other group, or groups, in independent and separate sessions representing any number of policemen who wish to discuss terms and conditions of employment;

NOW, THEREFORE, be it resolved, and it is resolved, that the San Francisco Police Officers Association is hereby designated as the principal recognized Employee Organization for all of the sworn personnel of the San Francisco Police Department with full power to act under the terms set forth in the Meyers-Milios-Brown Act.

AYES: Commissioners Miller, Ferreri

ABSENT: Commissioner Garner

NOTE: Dr. Garner had signed this resolution and would have voted Aye if he had been present.

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RESOLUTION NO. 383-70

AUTHORIZING AN INTER-DEPARTMENTAL SHOOTING MATCH TO BE HELD AT THE SAN FRANCISCO POLICE PISTOL RANGE FOR ALL MEMBERS OF THE UNIFORMED FORCE OF THE SAN FRANCISCO POLICE DEPARTMENT

RESOLVED, that the Police Commission does hereby authorize an Inter-Departmental Shooting Match to be conducted at the San Francisco Police Pistol Range commencing on 7 Dec 70 to and including 11 Dec 70, from 1000 hours to 1200 hours daily for all members of the uniform force, and be it further

RESOLVED, that the Police Commission does hereby approve the awarding of turkey orders to the winners, and said orders are to be purchased with monies from the Police Range Fund pursuant to the Municipal Police Code (Part II, Chapter VIII, Article 18, Section 1359).

AYES: Commissioner Miller, Ferreri

ABSENT: Commissioner Garner

ALFRED J. NELDER
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Thursday, 10 Dec 70

PERMANENT ORDER NO. 28

At a meeting of the Police Commission held on
Monday, 30 Nov 70, the following resolution was adopted:

RESOLUTION NO. 396-70

RULES AND PROCEDURES OF THE SAN FRANCISCO POLICE
DEPARTMENT - AMENDED

RESOLVED, that effective at 0800 hours, Tuesday,
1 Dec 70, Rule 2.235 of the Rules and Procedures of the San
Francisco Police Department is amended to read as follows:

COMMANDING OFFICER

2.235 Shall, if any member of his command is found unfit
to exercise the duties of a police officer OR IS
SUSPENDED PURSUANT TO RULE 3.06, "DISCIPLINARY
SUSPENSION BY THE CHIEF," relieve such member
of his star, revolver, police identification cord,
police keys and department property other than the
manual AND UNIFORM, and hold same subject to
the orders of the Chief.

Amended to odd portion in caps.

AYES: Commissioners Miller, Garner
ABSENT: Commissioner Ferrari

ALFRED J. NELDER
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Monday, 14 Dec 70

PERMANENT ORDER NO. 29

At a meeting of the Police Commission held on Wednesday, 9 Dec 70, the following resolution was adopted:

RESOLUTION NO. 414-70

RULES AND PROCEDURES OF THE SAN FRANCISCO
POLICE DEPARTMENT - AMENDED

RESOLVED, that effective at 0800 hours, Thursday, 10 Dec 70, Section 2.80 of the Rules and Procedures of the San Francisco Police Department is amended to read as follows:

A MEMBER:

- 2.80 Shall, if involved in a motor vehicle accident while on duty, OR OPERATING, OR IN CONTROL OF A DEPARTMENT VEHICLE, REMAIN AT THE SCENE OF SUCH ACCIDENT, EXCEPT IN CASES OF EXTREME NECESSITY, AND notify or cause to be notified, the office of the Enforcement and Investigation Detail of the Traffic Bureau without unnecessary delay and cause the appropriate reports to be made.
- .1 Shall, if involved in a motor vehicle accident while off duty, notify or cause to be notified, the office of the Enforcement and Investigation Detail of the Traffic Bureau without unnecessary delay and cause the appropriate reports to be made, under the following conditions:
- a. The member is operating a motor vehicle wherein such vehicle is other than legally and correctly parked, and,
 - b. If injury or death occurs, or,
 - c. If property damage occurs in an amount requiring a report to be made to the Department of Motor Vehicles, under the California Vehicle Code (Sec. 16000).

(Amended to add portion in caps.)

and be it further

RESOLVED, that effective at 0800 hours, Thursday, 10 Dec 70, the Rules and Procedures of the San Francisco Police Department are hereby amended by deleting Section 9.124 in its entirety.

AYES: Commissioners Gerner, Miller, Ferrerl

ALFRED J. NELDER
CHIEF OF POLICE





OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Wednesday, 30 Dec 70

PERMANENT ORDER NO. 30

At a meeting of the Police Commission held on Monday,
21 Dec 70, the following resolution was adopted:

RESOLUTION NO. 434-70
SPECIFICATIONS FOR SPECIAL POLICE OFFICERS' UNIFORMS -
AMENDED

RESOLVED, that the specifications for Special Police
Officers' Uniforms be and the same are hereby amended to read as
follows:

- PAR. 4 SHIRTS, TIES Tan shirt, with tan turn-down,
AND SHOES starched or semi-soft collar, black
silk four-in-hand tie and tan
colored shoes.
(Amended) (Amended to add portion - double
underlined.)
- PAR. 5 HELMETS Helmet, type as approved by the
(Optional) Chief of Police, worn by uniformed
members of the San Francisco
Police Department.
(Added) Color to be Forest Green to match
Special Police Officers' Uniforms.
Decal to be of nickel color.
(Amended to add portion - double
underlined.)

and be it further

RESOLVED, that the uniform specifications as adopted by
the Police Commission at its meeting held on 28 Jul 38, and amended
by the Police Commission at its meetings held on 24 Feb 48, and
21 Dec 70, shall become effective immediately and no other type of
uniform shall be worn by Special Police Officers after 0800 hours,
Thursday, 1 Jul 71.

AYES: Commissioners Garner, Miller, Ferrar

ALFRED J. NELDER
CHIEF OF POLICE

OFFICE OF THE CHIEF OF POLICE
HALL OF JUSTICE

San Francisco, California
Wednesday, 30 Dec 70

PERMANENT ORDER NO. 31

At a meeting of the Police Commission held on Monday,
21 Dec 70, the following resolution was adopted:

RESOLUTION NO. 433-70

RULES AND PROCEDURES FOR PATROL SPECIAL OFFICERS AND
ASSISTANT PATROL SPECIAL OFFICERS - AMENDED

RESOLVED, that effective 0800 hours, Tuesday, 22 Dec 70,
the Rules and Procedures for Patrol Special Officers and Assistant
Patrol Special Officers be and the same are hereby amended by adding
the following rules:

1.80 ADVERTISING

- .1 All written advertising by Patrol Special Officers shall be submitted to the Chief of Police through channels for approval before it is circulated or given to members of the public.
- .2 In any advertising or solicitation of accounts, written or verbal, Patrol Special Officers are to affirmatively state that they are not members of the regular San Francisco Police Department and that the services they offer are in addition to patrol provided by regular members of the Police Department. They are also to affirmatively state that contracts for their services are strictly voluntary.
- .3 In any advertising or solicitation of accounts, written or verbal, Patrol Special Officers are not to state or imply that there are crime conditions in any area beyond the ability of the regular Police Department to control.

AYES: Commissioners Garner, Miller, Ferrari

ALFRED J. NELDER
CHIEF OF POLICE

